



BOARD OF TRUSTEES  
November 8, 2022  
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

Individuals wishing to make public comments must attend the meeting in person or may submit comments by sending an email to [garciapa@wellingtoncolorado.gov](mailto:garciapa@wellingtoncolorado.gov). The email must be received by 4:00 p.m. on the day of the meeting. The comments will be provided to the Trustees and added as an addendum to the packet. Emailed comments will not be read during the meeting.

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84818083860?pwd=OVRWTi9OcGVrempp6UGZST2JpMUdlUT09>

Passcode: 897142

Or One tap mobile: US: +17193594580,,84818083860# or +17207072699,,84818083860#

Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 719 359 4580 or +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 309 205 3325 or +1 312 626 6799 or +1 386 347 5053 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592

Webinar ID: 848 1808 3860

International numbers available: <https://us06web.zoom.us/j/84818083860?pwd=OVRWTi9OcGVrempp6UGZST2JpMUdlUT09>

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Amendments to Agenda
4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment

C. CONSENT AGENDA

1. Minutes from October 25, 2022 Board of Trustees Regular Meeting
2. Request for a Special Meeting on November 15, 2022

3. Contract to Provide Crack-Seal Street Maintenance Services

D. ACTION ITEMS

1. Wellington Main Streets Program Memorandum of Understanding

- Presentation: Anita Hardy, Main Streets President

2. Ordinance No. 16-2022 - An Ordinance Adopting 2023 Proposed Water and Wastewater Capital Investment Fees

- Presentation: Meagan Smith, Deputy Director of Public Works

3. Ordinance No. 17-2022 - An Ordinance Adopting 2023 Proposed Water and Wastewater Usage Rates

- Presentation: Meagan Smith, Deputy Director of Public Works

4. Resolution No. 37-2022 - A Resolution of the Town of Wellington, Colorado Adopting a Fee Schedule for 2023

- Presentation: Patti Garcia, Town Administrator

5. Ordinance No. 18-2022 - An Ordinance Adopting the Budget for the Town of Wellington, Colorado for the Calendar Year Beginning the 1st Day of January, 2023 and Ending the Last Day of December 2023; Estimating the Amount of Money Necessary to be Raised by Tax Levy Based on the Said Budget so Adopted; Estimating the Amount of Money to be Derived from other Revenue Sources, Setting Forth Estimated Expenditures for Each

- Presentation: Charity Campfield, Finance Director

6. Ordinance No. 19-2022 - An Ordinance Appropriating Sums of Money to Defray Expenses and Liabilities of the Town of Wellington, Colorado for the Fiscal Year Beginning January 1, 2023 and ending December 32, 2023

- Presentation: Charity Campfield, Finance Director

7. Ordinance No. 20-2022 - An Ordinance Levying General Property Taxes for the Taxable Year 2022 to Defray Costs of Government for the Town of Wellington, Colorado, for the Calendar Year Beginning January 1, 2023 and Ending December 31, 2023

- Presentation: Charity Campfield, Finance Director

8. Ordinance No. 21-2022 - An Ordinance Regarding School Zones Within the Town of Wellington

- Presentation: Bob Gowing, Director of Public Works

E. OTHER BOARDS

F. REPORTS

1. Town Attorney
2. Town Administrator
3. Staff Communications
4. Board Reports

G. EXECUTIVE SESSION

1. An executive session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters concerning the Town Administrator, under circumstances where the Town Administrator has not requested an open meeting.
2. An executive session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters concerning the Town Attorney, under circumstances where the Town Attorney has not requested an open meeting.

H. ADJOURN

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



## **Board of Trustees Meeting**

**Date:** November 8, 2022

**Subject:** Minutes from October 25, 2022 Board of Trustees Regular Meeting

### **BACKGROUND / DISCUSSION**

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### **STAFF RECOMMENDATION**

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### **ATTACHMENTS**

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1. 10.25.22 BOT Minutes DRAFT





BOARD OF TRUSTEES  
October 25, 2022  
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

MINUTES

A video recording of this meeting is available on the Town of Wellington's YouTube page at <https://www.youtube.com/channel/UCPgBl-EYjaSam4hF3mkoFNA>

A. CALL TO ORDER

Mayor Chaussee called the meeting to order at 6:29 p.m.

1. Pledge of Allegiance  
Mayor Chaussee asked that all rise for the pledge of allegiance.
2. Roll Call  
Mayor Calar Chaussee  
Mayor Pro Tem Ashley Macdonald  
Trustee Jon Gaiter  
Trustee Brian Mason  
Trustee Rebekka Dailey (arrived at 6:32 p.m.)  
Trustee Shirrell Tietz  
Trustee David Wiegand
3. Amendments to Agenda  
Mayor Chaussee asked if there were any amendments to the agenda; there were no amendments.
4. Conflict of Interest  
Mayor Chaussee asked if there were any conflicts on the agenda; there were no conflicts of interest.

B. COMMUNITY PARTICIPATION

1. Proclamation
  - a. Down's Syndrome Awareness Month  
Mayor Chaussee read the proclamation and presented it to Karen Eifert and her son Devin.
2. Public Comment  
Richard Pfeffer, Dawn Peacock and Karen Eifert provided public comment.

C. PRESENTATION

There were no presentations on the agenda.

D. CONSENT AGENDA

1. Minutes from the October 11, 2022 Board of Trustees meeting
2. Request to cancel November 22, 2022 and December 27, 2022 Board of Trustee meetings

**Trustee Dailey moved to approve the consent agenda; Trustee Gaiter seconded the motion.**  
**Yays – Gaiter, Dailey, Mason, Tietz, Wiegand, Macdonald, Chaussee**  
**Nays – None**

#### E. ACTION ITEMS

1. Proposed Water and Sewer Usage Rates and Impact Fees

Meagan Smith, Deputy Director of Public Works presented on this agenda item. Topics discussed by the Trustees on the rates included the need to take care of the water fund, commercial rates and options for a phased in approach, impacts to residential rates in comparison to multi-family rates, assuring that the various rate payer categories cover their own costs and making rates as equitable as possible.

The Trustees also discussed the cash-in-lieu of water dedication option. Discussion topics included fluctuating prices from North Poudre Irrigation Company, concerns with the proposed decrease and a request for comparable information from other municipalities. It was requested that this item be brought back for board discussion with more information.

Mayor Chaussee opened the meeting to public comment; Lisa Chollet, Dawn Peacock, Ken Allen, Karen Eifert, James Raymond, Lowrey Moyer and Christine Gaiter commented on this agenda item.

Mayor Chaussee called for a recess at 8:32 p.m.

Mayor Chaussee called the meeting back to order at 8:37 p.m.

The Trustees discussed the scenarios for cost of service and options for rates and provided the following preferences:

	Cost of Service	Residential	Commercial	Irrigation
Trustee Gaiter	1	1	1 or 4 (prefers 1)	1
Trustee Tietz	1	1	1	1
Mayor Pro Tem Macdonald	3	1	4	1
Trustee Mason	1	1	1	1
Trustee Dailey	3	1	4	1
Trustee Chaussee	1	1	4	1
Trustee Wiegand	1	1	4	1

There was a request to create a Hardship Utility Grant for commercial businesses similar to what was created for residents and to allow a credit for accounts that don't use sewer.

The Board of Trustees directed staff to draft two ordinances in order to present the preferred water and sewer rate scenarios of the Trustees.

On the topic of wastewater, the Trustees requested that more information be proved on shares and it was requested that information on what other municipalities are doing related to water and wastewater capital.

2. Fee Schedule Presentation

Town Administrator Garcia presented this item noting it was in draft form and should be completed in time for adoption on November 8, 2022.

It was noted that questions regarding proposed Planning and Building fees will be discussed with Cody Bird, Director of Planning.

3. 2023 Budget Presentation

Finance Director Campfield presented this item noting a change a change in the janitorial line item. Other than that, Ms. Campfield reported that there were no other changes to the document the Trustees had previously reviewed. Pursuant to a Trustee question, it was noted that the Board Outreach Fund (previous line item for Main Streets and Boys & Girls Club) has been changed to Fireworks.

The Trustees reviewed the documentation, and a request was made for the budget to be balanced and a reduction in line items.

The Mayor opened the meeting for public comment to which there was none.

The Board discussed the request from Larimer County Sheriff's Office for an additional corporal. It was noted that staff will monitor 2023 revenues and advise the Trustees if there are adequate revenues to add a corporal next year.

F. REPORTS

1. Town Attorney

No report.

2. Town Administrator

No report.

3. Staff Communications

a. Larimer County Sheriff's Office Report - September 2022

b. Colorado Open Records Act (CORA) Report - 3rd Quarter 2022

c. Financial Report - 2nd Quarter 2022

4. Board Reports

Trustee Gaiter reported on the email received by the Trustees regarding mosquito spraying options. It was that this topic be brought back to a work session for discussion.

Trustee Macdonald noted the success of the Budget Boonanza and support of efforts related to the cemetery in 2023.

Trustee Dailey reported on the Parks & Recreation Advisory Board and Solid Waste Policy Council. She also noted the upcoming Halloween activities in Wellington.

5. Water and Wastewater Monthly Report - September 2022

G. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:58 p.m.

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Patti Garcia, Town Administrator/Interim Town Clerk

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DRAFT



## **Board of Trustees Meeting**

**Date:** November 8, 2022  
**Subject:** Request for a Special Meeting on November 15, 2022

### **BACKGROUND / DISCUSSION**

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Mayor Calar Chaussee has requested to hold a special meeting on November 15, 2022 at 6:30 p.m. The agenda item for discussion will be related to the Community Activities Commission. A work session to go over Board of Trustee goals will immediately follow the special meeting.

### **STAFF RECOMMENDATION**

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### **ATTACHMENTS**

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None

## **Board of Trustees Meeting**

**Date:** November 8, 2022  
**Subject:** Contract to Provide Crack-Seal Street Maintenance Services

### **BACKGROUND / DISCUSSION**

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As part of the town's overall paving maintenance program, the Public Works Department annually conducts crack-sealing for asphalt paving throughout town. In general, crack-sealing is a process of applying asphaltic cement to cracks in order to seal the surface of the asphalt paving. These cracks, if left untreated, will allow stormwater runoff to enter the street base and subbase, which is a primary cause of failure for asphaltic concrete paving. In general, this program focuses on a limited area of town each year, with the goal of addressing the streets most in danger of accelerated degradation due to water infiltration. The final scope of work is typically finalized based on the unit cost of the service and a detailed visual inspection conducted by Public Works staff and the selected contractor.

Staff requested bids from five companies: Affordable Sealing and Striping, Black Pearl, Goltz Paving, John's Asphalt Maintenance and Sealing, and S&S Sealcoating. Despite this outreach, only two bids were received, as follows:

1. Affordable Sealing and Striping, Inc. - \$6400/pallet, with a discount for large orders of 17 pallets or more.
2. S&S Improvements, LLC - \$11,250/pallet.

Public Works proposes to contract with Affordable Sealing and Striping, Inc., on a unit cost basis in the not-to-exceed amount of \$98,000, which is the amount provided for this project in the approved 2022 budget (G/L 211-80-4007).

### **STAFF RECOMMENDATION**

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1. Approve purchase of crack-seal material and services in the not-to-exceed amount of \$98,000.
2. Approve purchase of crack-seal material and services in an alternative not-to-exceed amount.
3. Cancel the crack-sealing project for 2022.

### **ATTACHMENTS**

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1. Wellington Contract - Affordable Sealing & Striping, Inc



**TOWN OF WELLINGTON**  
**3735 CLEVELAND AVENUE**  
**P.O. BOX 127**  
**WELLINGTON, CO 80549**  
**PUBLIC WORKS (970) 568-0447**  
**TOWN HALL (970) 568-3381**

## **2022 CRACK-SEAL PROJECT**

### **CONTRACTOR CONTRACT FOR SERVICES, GL No. 211-80-4007**

**Parties:** The parties to this Contract are the Town of Wellington, 3735 Cleveland Avenue, Wellington, Colorado 80549 (Town) and Affordable Sealing and Striping, Inc., 7517 S. Shields Street, Fort Collins, CO 80526 (Contractor).

**Purpose of Contract:** The purpose of this Contract is for the Town of Wellington to retain the services of the Contractor to render certain services hereinafter described.

**Term of Contract and Required Approvals:** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date through June 1, 2023. All services shall be completed during this term.

If the Contractor has been delayed and as a result will be unable to complete performance fully and satisfactorily within this Contract period, the Contractor may be granted an extension of time upon submission of evidence of the causes of delay satisfactory to the Town.

#### **Responsibilities of the Contractor:**

**Scope of Services:** The Contractor shall perform the specific services required under this Contract in a satisfactory and proper manner as outlined in Attachment A. The standard of care for the Contractor under this Contract will be the care and skill ordinarily used by members of the Contractor's profession providing similar services for projects of similar size, location, scope, and complexity to this project.

**Personnel:** All services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized, licensed, or permitted under state law to perform such services if state law requires such authorization, license, or permit.

**Records Administration:** The Contractor shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this Contract. The Contractor shall be responsible and responsive to the Town in its requests and requirements related to the scope of this Contract. The Contractor shall select and analyze all data in a systematic and meaningful manner to contribute directly in meeting the objectives of the project and shall present this information clearly and concisely in a professional and workmanlike manner.

#### **Subcontracts:**

(i) **Approval Required for Subcontracts:** Any subcontractors required by the Contractor in connection with the services, work performed or rendered under this Contract will be limited to such individuals or firms as were specifically identified in the proposal and agreed to during negotiations or are specifically authorized by the Town

during the performance of this Contract. During the performance of the Contract, substitutions in or additions to such subcontracts will be subject to the prior approval by the Town. The Contractor shall be responsible for the actions of the subcontractors.

(ii) **Billing for Subcontracts:** Billings for subcontractor services shall include any mark up as set forth in Attachment A. Subcontract costs shall be documented by attaching subcontractor billings to the Contractor's billing submittals.

#### **Responsibilities of the Town:**

**Data to be Furnished:** All direction required for the carrying out of the scope of services shall be furnished to the Contractor without charge, and the Town shall cooperate with the Contractor in the carrying out of the project.

#### **General Provisions:**

**Amendments:** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument executed by all parties to this Contract.

**Assignment Prohibited and Contract Shall Not Be Used as Collateral:** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation.

**Audit and Access to Records:** The Town shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately, upon receiving written instruction from the Town, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract.

**Authority:** Provisions of this Contract are pursuant to the authority set forth in the Town of Wellington Municipal Code. Mandatory applicable state and federal regulations also apply.

**Compliance with Laws:** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Contract, and said parties shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using confidential information (i)

when the confidential information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when confidential information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the confidential information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Conflicts of Interest:** The Contractor stipulates that none of its officers or employees are officers or employees of the Town of Wellington unless disclosure has been made in accordance with Town ordinances and policies. Furthermore, the Contractor certifies that it has not offered or given any gift or compensation prohibited by local, state, or federal law, to any officer or employee of the Town of Wellington to secure favorable treatment with respect to being awarded this Contract. The Contractor shall not engage in providing consultation or representation of clients, agencies or firms which may constitute a conflict of interest which results in a disadvantage to the Town or a disclosure which would adversely affect the interests of the Town. The Contractor shall notify the Town of any potential or actual conflicts of interest arising during this Contract. This Contract may be terminated in the event a conflict of interest arises. Termination of the Contract will be subject to a mutual settlement of accounts. In the event the Contract is terminated under this provision, the Contractor shall take steps to ensure that the file, evidence, evaluation and data are provided to the Town or its designee. This does not prohibit or affect the Contractor's ability to engage in consultations, evaluations or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists. A conflict of interest warranting termination of this Contract may include, but is not necessarily limited to, acting on behalf of a client in an adversarial proceeding against the Town or initiating suits in equity including injunctions, declaratory judgments, writs of prohibition, or quo warranto.

**Contract Jurisdiction, Choice of Law, and Venue:** The provisions of the Contract shall be governed by the laws of the State of Colorado. The parties will submit to the jurisdiction of the courts of the State of Colorado. Venue shall be Larimer County, Colorado.

**Contract Renegotiation, Modifications and Award of Related Contracts:** This Contract may be amended, modified, or supplemented only by written amendment to the Contract, executed by the parties hereto, and attached to the original signed copy of the Contract. The Town may undertake or award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Town in all such cases. The Town, at its sole discretion and through duly authorized contract amendments, may request the Contractor to complete additional phases beyond the scope of services included in this Contract.

**Disbarment:** The Contractor certifies that neither it nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction (Contract) by any governmental department or agency. If the Contractor cannot certify this statement, a written explanation for review by the Town shall be provided.

**Entirety of Contract:** This Contract, including Attachment A, represents the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

**Equal Opportunity Clause:** The Contractor agrees to abide by the provisions under Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on a basis of race, religion, color, or national origin. This includes abiding to Executive Order 11246 which prohibits discrimination on the basis of sex, and 45 CFR which prohibits discrimination on the basis of age, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of a disability.

**Force Majeure:** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays.

**Indemnification:** The Contractor agrees to indemnify, save harmless, and release the Town of Wellington and all of its officers, agents, volunteers, and employees from and against any and all loss, damage, injury, liability, suits, and proceedings arising out of the performance of this Contract to the extent caused by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims from the Town's negligence.

**Independent Contractor:** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the Town for any purpose and as such, have no authorization, express or implied to by the Town of Wellington, to any agreements, settlements, liability or understanding whatsoever, and agrees not to perform any acts as an agent for the Town except as expressly set forth herein. The Contractor shall be responsible for the payment of all income tax and social security amounts due because of payments received from the Town. Persons employed by the Town and acting under the direction of the Town shall not be deemed to be employees or agents of the Contractor. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative or to incur any obligation of any kind for or on behalf of the Town. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to Town employees will inure to the benefit of the Contractor or the Contractor's agents or employees because of this Contract.

**Insurance Coverage:** The Contractor shall not commence work under this Contract until it has obtained all the insurance required by the Town. The Contractor shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth below and shall provide the Town with proofs of these insurance upon request:



**(i) Automobile Liability Insurance:** The Contractor shall maintain automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000 each accident combined single limit.

**(ii) Commercial, General Liability Insurance:** The Contractor shall maintain commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as stated below. The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (a) \$1,000,000 each occurrence;
- (b) \$1,000,000 personal injury and advertising injury;
- (c) \$2,000,000 general aggregate; and
- (d) \$2,000,000 products and completed operations.

**(iii) Unemployment Insurance:** The Contractor shall be duly registered with the Colorado Department of Labor and Employment and obtain such unemployment insurance coverage as required.

**(iv) Workers' Compensation and Employer's Liability Insurance:** Employees hired in Colorado to perform work under this Contract shall be covered by workers' compensation coverage per the Colorado Department of Labor and Employment's Workers' Compensation program as statutorily required. Employees brought into Colorado from Contractor's home state to perform work under this Contract shall be covered by workers' compensation coverage obtained through the same or other state or private workers' compensation insurance approved by the Colorado Department of Labor and Employment as statutorily required.

#### **Insurance Requirements:**

(i) During the term of this Contract, the Contractor shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage above.

(ii) All policies (except for Workers' Compensation and Professional Liability) shall be primary over any insurance or self-insurance program carried by the Contractor or the Town. All policies (except for Professional Liability) shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Contractor or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Contractor shall provide Certificates of Insurance to the Town, verifying each type of coverage required herein.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Town. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Town may, at the Town's option, obtain and maintain, at the expense of the Contractor, such insurance in the name of the Contractor, or subcontractor, as the Town may deem proper and may deduct the cost of obtaining and

maintaining such insurance from any sums which may be due or become due to the Contractor under this Contract.

(vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) The Town reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

**Limitation of Liability:** Excluding the Contractor's liability for bodily injury or damage to the property of third parties, the total aggregate liability of the Contractor arising out of the performance or breach of this Contract shall not exceed the compensation paid to the Contractor under this Contract. Notwithstanding any other provision of this Contract, the Contractor shall have no liability to the Town for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability or otherwise of the Contractor, its employees, or Subcontractors.

**Notice of Sale or Transfer:** The Contractor shall provide the Town with notice of any sale, transfer, merger, or consolidation of the assets of the Contractor. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Town determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Contractor's obligations under this Contract, then the Town may, at its discretion, terminate or renegotiate the Contract.

**Ownership of Documents and Information:** The Town owns all documents, data compilations, reports, computer programs, photographs, drawings, data, and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services for any reason and payment to Contractor, the Contractor agrees to return all such original and derivative information and documents to the Town in a useable format. Any use or reuse other than for the purposes set forth herein shall be at the Town's sole risk and liability.

**Patent or Copyright Protection:** The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the Town for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

**Severability:** A declaration by any court or any other binding legal source that any provision of this contract is illegal and void shall not affect the legality and enforceability of any provision of this Contract unless the provisions are mutually dependent.

**Taxes:** The Contractor shall pay all taxes and other such amounts required by federal, state and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

**Termination of Contract:** This Contract may be terminated with cause by either party in advance of the specified termination date upon written notice being provided by the

other party. Unless the Town determines a default is not remediable, there have been prior violations with notice, or a default is determined to be detrimental to public safety, the party in violation will be given thirty (30) working days after notification to correct and cease the violations after which the Contract may be terminated for cause. This Contract may be terminated without cause in advance of a specified expiration date by either party upon thirty (30) days prior written notice being given by the other party.

**Prohibition Against Employing Illegal Aliens:** This paragraph shall apply to all Contractors whose performance of work under this Contract does not involve the delivery of a specific end product other than reports that are merely incidental to the performance of said work. Pursuant to Section 8-17.5-101, C.R.S., et. seq., Contractor represents and agrees that:

(i) As of the date of this Contract:

(a) Contractor does not knowingly employ or contract with an illegal alien; and

(b) Contractor has participated or attempted to participate in the basic pilot employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, administered by the United States Department of Homeland Security (the "Basic Pilot Program") in order to confirm the employment eligibility of all newly hired employees.

(ii) Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or knowingly enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien to perform work under this Contract.

(iii) Contractor shall continue to apply to participate in the Basic Pilot Program and shall in writing verify same every three (3) calendar months thereafter, until Contractor is accepted or the public contract for services has been completed, whichever is earlier. The requirements of this section shall not be required or effective if the Basic Pilot Program is discontinued.

(iv) Contractor is prohibited from using Basic Pilot Program procedures to undertake pre-employment screening of job applicants while this Contract is being performed.

(v) If Contractor obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an illegal alien, Contractor shall:

(a) Notify such subcontractor and the Town within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

(b) Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this section the subcontractor does not cease employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

(vi) Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (the "Department") made in the course of an investigation that the Department undertakes or is undertaking pursuant to the authority established in Subsection 8-17.5-102 (5), C.R.S.

(vii) If Contractor violates a provision of this Contract pertaining to the duties imposed by Subsection 8-17.5-102, C.R.S. the Town may terminate this Contract. If this Contract is so terminated, Contractor shall be liable for actual and consequential damages to the Town arising out of Contractor's violation of Subsection 8-17.5-102, C.R.S.

(viii) The Town will notify the Office of the Secretary of State if Contractor violates this provision of this Contract and the Town terminates the Contract for such breach.

#### **Project Requirements:**

**Project Access:** The Contractor shall be responsible for obtaining access as required for project tasks.

**Stand-By Time:** The Town will not reimburse the Contractor for stand-by time charges for the Contractor's supervisory personnel.

**Waiver of Damages:** Neither party shall be liable to the other for any indirect, special, punitive, exemplary or consequential damages including but not limited to, damages for lost production, lost revenue, lost product, lost profits, or lost business or business interruptions, from any cause whatsoever.

**Standard of Performance:** The quality of Contractor's services shall be judged solely as to whether Contractor performed its services consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same circumstances.

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## **Payment and Billing:**

**Reimbursement of Expenses:** Subject to annual appropriation by the Town Board of Trustees, the Town agrees to pay the Contractor an amount equal to the price shown below for the services described in Attachment A and incorporated by the reference as part of this Contract. Payment shall be made directly to the Contractor. Total Payment under this Contract shall not exceed nine thousand seven hundred dollars (\$9,700.00).

**Billing Statements:** Billing statements shall be submitted no more often than monthly, on or before the 10th calendar day of each billing month, for activities and costs accrued since the last billing report and shall be made on forms approved by the Town. Each billing statement must include written justification of the cost items contained in the billing statement. Billing statements shall be transmitted electronically to project manager: Nathan Ewert, [ewertna@wellingtoncolorado.gov](mailto:ewertna@wellingtoncolorado.gov).

**Payment Procedures:** Subject to annual appropriation by the Town Board of Trustees, the Town shall pay the Contractor upon receipt of billing statements as the services are performed for the task(s) outlined in Attachment A. The Town will initiate the payment process upon the receipt of a verified statement of services, and payment shall be made within thirty (30) days following receipt of billing.

**Money Withheld:** If the Town has reasonable grounds to believe that the Contractor will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, then the Town may withhold payment of such portion of any amount otherwise due and payable to the Contractor reasonably deemed appropriate. These amounts may be withheld until the cause for the withholding is cured to the Town's satisfaction or this Contract is terminated per the General Provisions above. No interest shall be payable by the Town on any amounts withheld under this provision.

**Withholding of Payment:** If a work element has not been received by the Town by the dates established in Attachment A, the Town may withhold all payments beginning with the month following that date until such deficiency has been corrected.

**Final Payment:** The final payment shall be made upon acceptance of the final work product and receipt of the final billing.

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.**

**Signatures:**

The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below and certify that they have read, understood, and agreed to the terms and conditions of this Contract. The Effective Date of this Contract is the date of the signature last affixed to this page.

**TOWN OF WELLINGTON**

---

Signature

---

Date

---

Printed Name

---

Title

---

Primary Contact Printed Name

---

Contact Info. (email, phone, etc.)

---

Witness Signature (if required)

---

Date

---

Printed Name

---

Title**AFFORDABLE SEALING & STRIPING, INC.**

---

Signature

---

Date

---

Printed Name

---

Title

---

Primary Contact Printed Name

---

Contact Info. (email, phone, etc.)

---

Witness Signature (if required)

---

Date

---

Printed Name

---

Title

**Scope of Services:**

The Town accepts the scope of services and fees as defined within the Contractors proposal attached to this Contract with the exception and further stipulation of the following terms:

1. Fees shall not exceed \$98,000.

**Affordable Sealing & Striping**

**Estimate 2389**

**INC**

7517 S Shields St

Fort Collins, CO 80526 US

Affordssi@gmail.com

**ADDRESS**

Town of Wellington

**DATE**

08/26/2022

**TOTAL**

**\$75,000.00**

**SALE REP:**

Robert Henschenski

**CONTACT INFO:**

970-682-0973

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Crack seal</b>	1	75,000.00	75,000.00
	Sealing of asphalt cracks for streets, mostly transition cracks for new asphalt (asphalt to curb & manholes)			
	Pallet of crack seal weighs approx. 2,200 lbs			
	price per pound averages \$2.90-3.00 material & labor			
	price per pallet bought from affordable sealing & striping installed \$6,400			
	Semi load discount approx. 17 pallets (40,000 lbs roughly depends & varies on every truck load)			
	Total price is with discounted semi load			

We require 30% material/security deposit to get you on the schedule.

**TOTAL**

**\$75,000.00**

Please call if you have any questions 970-682-0973.

**THANK YOU.**

Accepted By

Accepted Date

## **Board of Trustees Meeting**

**Date:** November 8, 2022  
**Subject:** Wellington Main Streets Program Memorandum of Understanding

- **Presentation: Anita Hardy, Main Streets President**

### **BACKGROUND / DISCUSSION**

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The Wellington Main Streets Program seeks to form a partnership through a Memorandum of Understanding (MOU) with the Town to provide the duties and responsibilities of the Wellington Main Streets Program Manager. The job duties of the Program Manager, as listed in the agreement, would be filled by the Community and Business Liaison position. This position is currently vacant and already included in the 2022 and 2023 Town Budget.

The Memorandum of Understanding (MUO) outlines the proposed partnership between the Town of Wellington, Wellington Main Streets, and the Department of Local Affairs. The MOU has been reviewed by the Town Attorney, Department of Local Affairs, and Wellington Main Streets.

### **Additional Background Information**

At the July 19, 2022 Board of Trustees Work Session, a request was made by the Main Streets Program to form an Exploratory Committee to evaluate the future partnership between the Town and the Main Streets Program. The Board of Trustees supported this request and asked Trustee Wiegand and Trustee Dailey to serve on the Committee.

The Committee reviewed peer communities and their model for the Main Street Program, conducted a deep dive into the Main Street financials and separated between operations and non-profits, explored the needs of the job description and program manager role, reviewed and analyzed the responsibilities of the program manager and the board of directors.

### **Key Points**

1. Save taxpayer dollars by bringing the position in-house with the Town of Wellington. The job duties of the Program Manager are proposed to be filled by the Community & Business Liaison. 50% of the job duties would be dedicated to Main Street Program Manager and 50% of the job duties are for Town needs. Bringing this position in-house roughly saves \$40,000+ in expenses no longer needed for the Main Street Program such as building rent, telephone, liability insurance, etc.
2. Capacity to expand Main Street Program benefits and services in a tiered system for businesses and the community at large. For example, if a sign grant was offered, there would be a tiered structure for funding to benefit all businesses at different levels.
3. While there is no change to the Main Street Board of Director structure, the Town of Wellington is invited to appoint a non-voting Trustee Liaison to serve on the Main Streets Board of Directors.
4. Town of Wellington benefits greatly by having access to additional grant funding only offered to designated Main Streets Programs.

5. The partnership between the Town of Wellington and Wellington Main Streets Program will help promote and enhance the Town's economic development efforts, which will benefit the entire community.

#### Additional Benefits

- Event management with one point of contact
- Robust volunteer base
- Efficiency of operations
- Main Streets Program Manager position stability
- Collaboration and cohesion between Main Streets and the Town
- Clarity of the Main Streets Program in the community
- Strengthen grant writing efforts and accessibility
- Program cost savings
- Access to Department of Local Affairs (DOLA) consultant funding and other resources for projects and planning purposes

#### **STAFF RECOMMENDATION**

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##### Motion Options

- Motion to approve the Memorandum of Understanding as proposed.
- Move to approve the Memorandum of Understanding with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of the Memorandum of Understanding and provide guidance to staff as to requested modifications.
- Move to deny the Memorandum of Understanding.

#### **ATTACHMENTS**

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1. 2022.11.03 MOU

## **MEMORANDUM OF UNDERSTANDING**

### **Colorado Department of Local Affairs, Wellington Main Streets Program, and Town of Wellington.**

This memorandum of understanding (“Agreement”) is entered into and executed by the Colorado Department of Local Affairs, a subdivision of the State of Colorado (“DOLA”), Wellington, CO Main Streets Program, a Colorado non-profit corporation (“Wellington Main Streets”), and the Town of Wellington, Colorado, a Colorado statutory municipality (the “Town”).

#### **I. RECITALS**

WHEREAS, the National Main Street Program strives to revitalize older and historical commercial districts to build vibrant neighborhoods and thriving economies; and

WHEREAS, the Colorado Main Street Program is the State’s coordinating program to help Colorado’s local Main Street Programs with proven revitalization strategies and needed organization help identify and leverage opportunities and resources to further the National Main Street Center’s Program goals; and

WHEREAS, the Wellington Main Streets Program was established in 2014; and

WHEREAS, the Wellington Main Streets Program is committed to enhancing downtown Wellington and beyond; and

WHEREAS, the vision of Wellington Main Streets Program is to create a vibrant and historic small town where the entire community gathers and connects; and

WHEREAS, the Board of Trustees Strategic Plan goal is to, “retain, attract, and improve access for businesses to promote the local economy”; and

WHEREAS, the Wellington Main Street Program helps support this Strategic Plan goal by providing grants to local businesses, hosting events to create a vibrant community, funding beautification projects, connecting businesses to resources, and encouraging the community to shop locally; and

WHEREAS, the Town of Wellington benefits greatly by having access to additional grant funding only offered to official Main Streets Programs; and

WHEREAS, the partnership between the Town of Wellington and Wellington Main Street Program will help promote and enhance the Town’s economic development efforts which will benefit the entire community; and

WHEREAS, the Town of Wellington will employ the Wellington Main Streets Program Manager, housed within the Town Administrator’s Office; and

WHEREAS, Wellington Main Streets will continue to operate as an independent nonprofit corporation to fulfill its mission and to support the work of the Wellington Program Manager.

#### **II. AGREEMENT**

THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the parties hereto agree to the following regarding Wellington Main Streets:



- A. The Local Main Street Program Manager (“Wellington Program Manager”) shall be employed by the Town of Wellington and shall have the following duties:
1. Attend at least two of four quarterly Main Street trainings annually as provided by DOLA. In the event that the Wellington Program Manager cannot attend, the Wellington Program Manager shall coordinate attendance by other Wellington Main Streets persons, including managers, staff, board members, or other volunteers.
  2. Attend the Main Street Summit annually as provided by DOLA. In the event that the Wellington Program Manager cannot attend, the Wellington Program Manager shall coordinate with a Wellington Main Streets representative for attendance.
  3. Attend two additional trainings annually through DOLA’s Colorado Main Street Program or the National Main Street Program. In the event that the Wellington Program Manager cannot attend, the Wellington Program Manager shall coordinate attendance by other Wellington Main Streets persons, including managers, staff, board members, or other volunteers.
  4. Host an annual visit to the Town of Wellington as provided by DOLA.
  5. Demonstrate a strong adherence to the historic preservation goals and policies of the Mains Streets Program.
  6. Submit quarterly reports and reinvestment statistics as required by the Colorado Main Street Program.
  7. Apply for mini-grant funds as appropriate, pursuant to the benefits and requirements in the Colorado Main Street Program.
  8. Assist in local arrangements during on-site visits to the community with the DOLA representative.
  9. Positively promote the Colorado Main Street Program as an official Colorado Main Street Community and properly use the name, trademark and logo of the Colorado Main Street Program and to use the Colorado Main Street logo on all DOLA-sponsored Main Street trainings, websites, reports and other materials.
  10. Sign and submit the applicable Trademark Sublicense Agreement as provided by DOLA if Wellington Main Streets is a Designated Member at the Accredited or Affiliate level of the Main Street America™ Program.
  11. Structure business support programs directed at two or more distinctive geographies: traditional Main Street district, and Town of Wellington businesses at large.
- B. The Colorado Main Street Program agrees to:
1. Assist Wellington Main Streets and the Wellington Program Manager in understanding and following the National Main Street Approach.
  2. Provide Wellington Main Streets and the Wellington Program Manager with the necessary information to correctly promote the Colorado Main Street Program and the Main Street America™ Program.

3. Provide Wellington Main Streets and the Wellington Program Manager training opportunities, including but not limited to quarterly training and the annual Main Street Summit.
  4. Advise Wellington Main Streets and the Wellington Program Manager of additional training opportunities.
  5. Conduct an annual visit to the Town to discuss the current community work plan, future work plan, this Agreement, and the requirements and prerequisites of the tiered program
  6. Review annually the Main Street America™ Program accreditation criteria and complete the self-evaluation form provided by DOLA/Colorado Main Street program.
  7. Offer Main Street training and community assessments to Wellington Main Streets and the Wellington Program Manager when needed.
  8. Offer and administer scholarships based upon available funding. DOLA will advise Wellington Main Streets and the Wellington Program Manager on procedures and policies for funding opportunities.
  9. Offer and administer non-competitive mini-grants to Wellington Main Streets based upon available funding for each grant cycle. In order to be eligible for mini-grants, the project or item must be listed on Wellington Main Streets' Annual work plan that is submitted to DOLA/ Colorado Main Street. DOLA will advise Wellington Main Streets and the Wellington Program Manager on procedures and policies for mini-grant eligibility and opportunities.
  10. Offer and administer funding to hire consultants to aid Wellington Main Streets and the Wellington Program Manager to complete community identified work plan projects based on available funding.
  11. Act as liaison and facilitate communications between Wellington Main Streets, other Main Street communities, state agencies, partners, and the Main Street America™ Program, as they relate to Wellington Main Streets.
  12. Provide technical assistance to Wellington Main Streets and the Wellington Program Manager as requested and as resources are available. Requested services must be related to Wellington Main Street's work plan.
  13. Offer preservation architectural services as available to the Wellington Main Streets businesses.
- C. Wellington Main Streets agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:
1. Maintain a board of directors, as defined by the Wellington Main Streets board bylaws, which will include one (1) non-voting liaison who is a member of the Town of Wellington Board of Trustees, and one (1) non-voting Town staff liaison (the Wellington Program Manager).
  2. Develop and support implementation of a multi-year strategic plan incorporating the community's vision and the Main Street Four Points.

3. Maintain a single point of contact for communications with the Wellington Program Manager to coordinate activities.
  4. Maintain and continually improve community awareness of Wellington Main Streets and gain support from the private and public sectors.
  5. Establish and maintain a collaborative relationship with the Town to jointly run the program.
  6. Support Wellington Program Manager in meeting attendance requirements for trainings and meetings. Provide alternate attendees if Wellington Program Manager cannot attend.
  7. Maintain compliance with this Agreement and state and local law.
  8. Maintain and demonstrate a commitment to historic preservation.
  9. Support Wellington Program Manager in meeting reporting requirements.
  10. Develop an Annual Work Plan in coordination with the Town and the Wellington Program Manager on or before the deadline listed in Colorado Main Street Program Manual.
  11. Identify and work toward 1-3 Transformation Strategies annually.
  12. Follow the National Main Street Approach® as recommended by the Main Street America™ Program and the Colorado Main Street Program.
  13. Present at least once annually a “State of Main Street” report to the Board of Trustees of the Town of Wellington and submit a copy of the meeting minutes and/or report to DOLA.
  14. Support Wellington Program Manager in applying for eligible mini-grant funds.
  15. Assist in local arrangements during on-site visits to the community.
  16. Positively promote the Colorado Main Street Program as an official Colorado Main Street Community and properly use the name, trademark and logo and use the Colorado Main Street logo on all DOLA sponsored Main Street trainings, websites, reports and other materials.
  17. Present an annual financial report to the Town associated with the budget development process held annually during the fall.
  18. Create an annual budget describing anticipated fundraising and grant pursuits to be used in support of completing capital and programmatic investments in alignment with the Main Street approach and the WMSP strategic plan.
  19. Structure business support programs directed at two or more distinctive geographies: traditional Main Street district, and Town Wellington businesses at large.
  20. Host an annual board of directors’ retreat.
  21. Maintain compliance with all program requirements as outlined in the Colorado Main Street Program Manual, listed under prerequisites and requirements.
- D. The Town of Wellington (Town) agrees to:

1. Maintain an ongoing and supportive relationship with Wellington Main Streets. The Town shall work collaboratively with DOLA/Colorado Main Street and Wellington Main Streets to resolve any disputes related to this Agreement or the Program.
2. Subject to annual appropriations, provide and maintain a paid professional Wellington Program Manager in compliance with Main Street Program/DOLA requirements. The Wellington Program Manager may have other duties, as assigned by the Town, and shall be supervised by the Town. The Wellington Program Manager shall seek input from the Wellington Main Streets Program, but all employment-related decisions are in the sole discretion of the Town.
3. The Town will partner with Wellington Main Streets and, subject to appropriations, provide financial support for programming, projects, and grant matching to further the goals and mission of the Main Street Program.
4. Act as the fiscal agent for contracts or purchase orders from DOLA on behalf of Wellington Main Streets.
5. Town, in consultation with the Wellington Main Streets board, will ensure that the Wellington Program Manager maintains the program in good standing under this Agreement, meeting state and national Main Street requirements.

### **III. TERM AND OTHER CONDITIONS**

- A. This Agreement will align with the DOLA 5-year mini-grant program.
- B. The term of this Agreement shall begin on January 1, 2023 and remain in place until and unless terminated by any party. In the event that the Wellington Main Streets Program changes tiers according to the requirements of the Colorado Main Street Program or the Colorado Main Street Program changes program requirements to be inconsistent with the terms of this Agreement, the parties agree to work toward amending this Agreement in compliance with those requirements.
- C. This Agreement may be amended only in writing with the approval of the DOLA Main Street Coordinator, the President of the Board for Wellington Main Streets, and the Town of Wellington Board of Trustees.
- D. Notwithstanding any other provisions of this Agreement, if funds anticipated for continued fulfillment at the time of the Agreement are, at any time, not forthcoming or insufficient, then DOLA shall have the right to amend or terminate this Agreement without penalty by giving the community not less than sixty (60) days written notice
- E. If any party fails to fulfill its obligations under this Agreement in a timely and proper manner or violates any terms of this Agreement, the other parties shall have the right to terminate this Agreement and withhold further services by giving the other parties not less than sixty (60) days written notice.
- F. Colorado Main Street Program Manual is a reference document for this Agreement. In the event of a conflict between this Agreement and the Colorado Main Street Program Manual, the Agreement will be controlling.

#### **IV. REPRESENTATIONS AND WARRANTIES**

Wellington Main Streets represents and warrants (i) that it has no obligations, legal or otherwise, inconsistent with the terms of this Agreement, (ii) that the performance of the services called for by this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that it will not use in the performance of responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that it has not entered into nor will enter into any agreement (whether oral or written) in conflict with this Agreement.

#### **V. ENTIRE AGREEMENT AND NOTICE**

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of all parties as described above. Any notice given under this Agreement will be sufficient if it is in writing and 1) if sent by certified or registered mail or 2) by electronic mail with receipt confirmed by the receiving party, to:

Colorado Department of Local Affairs:

Wellington Main Streets:

Wellington Main Streets  
PO Box 1021  
Wellington Co 80549  
anita@anitahomenow.com

Town of Wellington:

Town of Wellington  
Town Administrator Patti Garcia  
8225 Third Street  
Wellington, CO 80549  
garciapa@wellingtoncolorado.gov

With Copy to:

Dan Sapienza, Town Attorney  
March, Olive & Sapienza, LLC  
1312 S. College Ave.  
Fort Collins, CO 80524  
dan@mosllc.law

**VI. COMPLIANCE WITH LAW**

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances and regulations.

**VII. GOVERNING LAW**

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by, the laws of the State of Colorado.

**TOWN OF WELLINGTON**

\_\_\_\_\_  
Mayor Calar Chaussee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Town Clerk Patti Garcia

\_\_\_\_\_  
Date

**WELLINGTON MAIN STREETS**

\_\_\_\_\_  
President/Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**COLORADO DEPARTMENT OF LOCAL AFFAIRS**

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **Board of Trustees Meeting**

**Date:** November 8, 2022

**Subject:** Ordinance No. 16-2022 - An Ordinance Adopting 2023 Proposed Water and Wastewater Capital Investment Fees

- **Presentation:** Meagan Smith, Deputy Director of Public Works

### **BACKGROUND / DISCUSSION**

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Please see attached memorandum.

### **STAFF RECOMMENDATION**

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#### Motion Options:

- Motion to approve Ordinance No.16-2022 as proposed.
- Move to approve Ordinance No.16-2022 with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of Ordinance No.16-2022 and provide guidance to staff as to requested modifications.
- Move to deny Ordinance No.16-2022.

### **ATTACHMENTS**

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1. Memo 2023 Proposed Water and Wastewater Capital Inv Fees
2. Ord 16-2022 Water-Wastewater Impact Fees



## MEMORANDUM

**To:** Board of Trustees

**From:** Meagan Smith, Deputy Director of Public Works

**Date:** November 8, 2022

**Re:** Proposed 2023 Water and Wastewater Capital Investment Fees

### BACKGROUND

As part of the water and wastewater rate discussion and updates in early 2022, the Board of Trustees (Board) requested that Staff conduct a complete rate and fee study for both the water and wastewater utility (Study). Staff contracted with Raftelis, a Colorado-based consulting firm, in April 2022. At the request of the Board, Staff also initiated a 10-person Utility Rate Structure Roundtable in April 2022, with members appointed by Trustees and selected representatives from other Town Boards.

The Utility Rate Structure Roundtable (URSR) presented their rate structure recommendations to the Board of Trustees at a work session on September 20, 2022, including the pricing objectives selected to guide the rate structure formation. The pricing objectives are summarized below, in no particular order:

- Essential Water Use Pricing – providing water typically needed for indoor use at a lower cost, while maintaining the financial health of the utility
- Customer Impact – minimizing financial shock to customers with changes of rates
- Cost Recovery Between New and Existing Customers – tap fees should cover costs of new customers on the system
- Cost Recovery Between Classes – each customer class should pay their share

Although the URSR focused on water and wastewater usage rates, not impact fees, they did prioritize Cost Recovery Between New and Existing Customers as a pricing objective. This objective was maintained as a priority through the development of the capital investment fees.

Staff and Raftelis presented the Study process and initial deliverables at a work session on October 4, 2022. Initial deliverables included the Cost of Service (COS) analyses for each customer class for both utilities, 5-year Financial Plans for the water and wastewater utilities, and a set of proposed rate structures with accompanying rates for each class for both the water and wastewater utility. The Study included rate structure best practices and recommendations for the following:

- Utilize the Cost-of-Service approach to ensure the full cost of providing utility service to each customer class is assigned appropriately.
- Utilize the Cost-of-Service approach to allocate the costs between the base charge (customer related costs) and the volume charge (treatment and conveyance related costs).





- Increase rate revenue in the water and wastewater enterprise funds by 5% each year, for the next five years to match the cost-of-service.
- Update the fund balance policy for the enterprise funds to equal 90 days of operations and maintenance expense plus 1-years' depreciation expense.

Staff returned to the Board on October 25, 2022, with proposed water and wastewater capital investment fees.

### **WATER AND WASTEWATER CAPITAL INVESTMENT FEES (CIF)**

The Town charges water and wastewater capital investment fees (also known as tap fees or impact fees) to all new connectors to the existing water and wastewater system. The fee is intended to recover a new connector's proportionate share of the Town's water and wastewater backbone facilities. These fees must comply with Colorado state statutes, which outline the requirements for calculating and implementing an impact fee.

Raftelis used a hybrid approach of the Buy-in method and the Incremental method for calculating the water and sewer capital investment fees. These methods are designed to recover the cost of capacity to serve new development and are described in detail in the report deliverable presented at the October 4<sup>th</sup> Work Session.

The current and proposed water and wastewater capital investment fees are summarized in Table 1. These same fees are reflected in the proposed Ordinance 16-2022.

Figure 1 provides a comparison of existing and proposed water and wastewater capital investment fees for a single-family home in Wellington compared to other communities in the northern Colorado region.

*Table 1. Current and proposed water and wastewater capital investment fees.*

<b>Current and Proposed Water and Wastewater Capital Investment Fees</b>				
Class & Meter Size	Current Water CIF	Proposed Water CIF	Current Wastewater CIF	Proposed Wastewater CIF
			Cost based on 4" sewer line size	Cost based on water tap size
Residential, Single-family 3/4" meter	\$7,750	\$10,437	\$9,700	\$9,742
Residential, Multi-family per unit	\$7,750	\$7,306	\$9,700	\$6,819
Commercial & Irrigation 3/4" meter	\$7,750	\$10,437	\$9,700	\$9,742
1" meter	\$12,179	\$16,699	\$9,700	\$15,587
1.5" meter	\$35,429	\$48,010	\$9,700	\$44,813
2" meter	\$44,286	\$59,491	\$9,700	\$55,529
>2" meter	Calculated	Calculated		Calculated

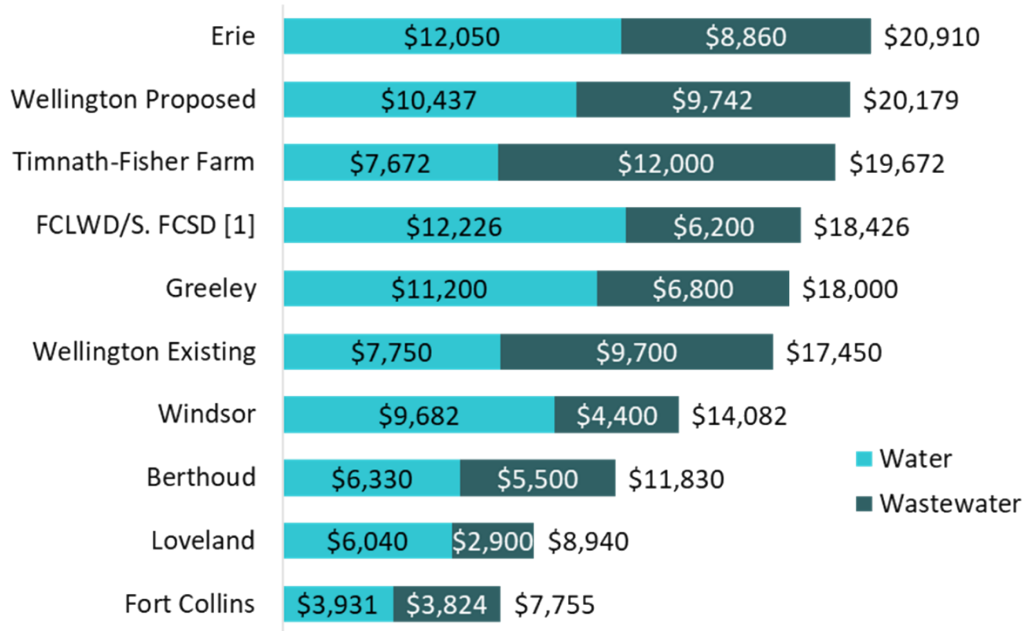


Figure 1. Regional comparison of water and wastewater capital investment fees for a single-family home.

### Motion Options

- Motion to approve Ordinance 16-2022 as proposed.
- Move to approve Ordinance 16-2022 with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of Ordinance 16-2022 and provide guidance to staff as to requested modifications.
- Move to deny Ordinance 16-2022.

TOWN OF WELLINGTON

ORDINANCE NO. 16-2022

AN ORDINANCE ESTABLISHING CAPITAL INVESTMENT FEES TO BE CHARGED BY THE TOWN OF WELLINGTON, COLORADO FOR CONNECTION TO THE WATER AND WASTEWATER UTILITY SYSTEM

WHEREAS, the Town of Wellington Municipal Code allows the Town to charge capital investment fees for water taps and wastewater taps; and

WHEREAS, the capital investment fee charged by the Town enables the Town to build the necessary infrastructure for the provision of services to water and wastewater users; and

WHEREAS, the Town of Wellington Board of Trustees desires to adopt capital impact fees by ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

1. **Wastewater Capital Investment Fees.** The Town shall require payment of the Capital Investment Fee in relation to the issuance of any new wastewater tap as follows:

Residential Taps:

0.75-inch water tap serving a single residential unit (single-family dwelling):

\$9,742

Water tap serving multiple residential units (multi-family dwellings): \$6,819 per unit served

Commercial Taps, based on the size of the user's water tap:

0.75 Inch: \$9,742

1 Inch: \$15,587

1.5 Inch: \$44,813

2 Inch: \$55,529

More than 2 inches: Calculated

Capital Investment fees for sewer taps serving water taps that exceed 2 inches in size shall be calculated based on the proposed use and assumes maximum operating flow based on pipe capacity, flowing full at two percent (2%) slope.

The above requirements and schedule are subject to existing and new development agreements and memoranda of public improvements to the contrary.

2. **Water Capital Investment Fees.** The Town shall require payment of Capital Investment Fees in relation to the issuance of any new water tap as follows:

Residential Taps:

0.75-inch water tap serving a single residential unit (single-family dwelling):  
\$10,437

Water tap serving multiple residential units (multi-family dwellings): \$7,306 per  
unit served

Commercial and Irrigation Taps, based on the size of the water tap:

0.75 Inch: \$10,437

1 Inch: \$16,699

1.5 Inch: \$48,010

2 Inch: \$59,491

More than 2 inches: Calculated

Capital Investment Fees for water taps that exceed 2 inches in size shall be  
calculated based on the proposed use and assumes maximum operating flow  
based on pipe capacity.

The above requirements and schedule are subject to existing and new development  
agreements and memoranda of public improvements to the contrary.

3. Validity. The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.
4. Necessity. In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.
5. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8th day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Administrator/Interim Town Clerk

## **Board of Trustees Meeting**

**Date:** November 8, 2022  
**Subject:** Ordinance No. 17-2022 - An Ordinance Adopting 2023 Proposed Water and Wastewater Usage Rates

- **Presentation:** Meagan Smith, Deputy Director of Public Works

### **BACKGROUND / DISCUSSION**

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Please see the attached memorandum.

### **STAFF RECOMMENDATION**

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#### Motion Options

- Motion to approve one of the Ordinances listed in the memorandum as proposed.
- Move to approve an Ordinance with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of this Ordinance and provide guidance to staff as to requested modifications.
- Move to deny the Ordinance.

### **ATTACHMENTS**

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1. Memo 2023 Proposed Water and Wastewater Usage Rates
2. Ord 17-2022.1111 Utility Rates
3. Ord 17-2022.1141 Utility Rates
4. Ord 17-2022.3141 Utility Rates



## MEMORANDUM

**To:** Board of Trustees  
**From:** Meagan Smith, Deputy Director of Public Works  
**Date:** November 8, 2022  
**Re:** Proposed 2023 Water and Wastewater Usage Rates

### BACKGROUND

As part of the water and wastewater rate discussion and updates in early 2022, the Board of Trustees (Board) requested that Staff conduct a complete rate and fee study for both the water and wastewater utility (Study). Staff contracted with Raftelis, a Colorado-based consulting firm, in April 2022. At the request of the Board, Staff also initiated a 10-person Utility Rate Structure Roundtable in April 2022, with members appointed by Trustees and selected representatives from other Town Boards.

The Utility Rate Structure Roundtable presented their rate structure recommendations to the Board of Trustees at a work session on September 20, 2022, including the pricing objectives selected to guide the rate structure formation. The pricing objectives are summarized below and listed in no particular order:

- Essential Water Use Pricing – providing water typically needed for indoor use at a lower cost, while maintaining the financial health of the utility
- Customer Impact – minimizing financial shock to customers with changes of rates
- Cost Recovery Between New and Existing Customers – tap fees should cover costs of new customers on the system
- Cost Recovery Between Classes – each customer class should pay their share

Staff and Raftelis presented the Study process and initial deliverables at a work session on October 4, 2022. Initial deliverables included the Cost of Service (COS) analyses for each customer class for both utilities, 5-year Financial Plans for the water and wastewater utilities, and a set of proposed rate structures with accompanying rates for each class for both the water and wastewater utility. The Study included rate structure best practices and recommendations for the following:

- Utilize the Cost-of-Service approach to ensure the full cost of providing utility service to each customer class is assigned appropriately.
- Utilize the Cost-of-Service approach to allocate the costs between the base charge (customer related costs) and the volume charge (treatment and conveyance related costs).
- Increase rate revenue in the water and wastewater enterprise funds by 5% each year, for the next five years to match the cost of service.

- Update the fund balance policy for the enterprise funds to equal 90 days of operations and maintenance expense plus 1-years' depreciation expense.

Staff returned to the Board on October 25, 2022, with multiple rate structure and cost recovery options for consideration. The options included three methods for achieving full cost-of-service recovery between all four customer classes, three single-family residential rate structures, three multi-family residential rate structures, four commercial/non-residential rate structures, and three irrigation class rate structures.

## WATER USAGE RATES

### Cost-of-Service Recovery

Utilizing the cost-of service approach ensures the full cost of providing utility service to each customer class is assigned appropriately. For reference, Table 1 shows the 2023 cost-of-service compared to revenue under existing rates. This information illustrates the need for an overall 5% rate revenue increase (\$252,761), as well as the changes needed to recover the cost-of-service equitably between classes.

*Table 1. Comparison of Water Cost of Service to Revenue Under Existing Rates for the Water Fund.*

Line No	Customer Class	2023 Cost of Service	2023 Revenue at Existing Rates	Change - \$
1	Residential	\$4,577,197	\$4,515,812	\$61,385
2	Multifamily	\$134,297	\$268,753	(\$134,456)
3	Irrigation	\$165,330	\$40,312	\$125,018
4	Non-Residential/Commercial	\$431,156	\$230,342	\$200,814
6	<b>Total System</b>	<b>\$5,307,980</b>	<b>\$5,055,219</b>	<b>\$252,761</b>

Three cost-of-service (COS) recovery models were considered by Raftelis and Staff, presented to the Board on October 25, and are listed below. COS Scenario 1 and COS Scenario 3 are presented for additional consideration.

- Cost of Service Scenario 1 - Cost of Service changes are implemented in full for all customer classes beginning in 2023. This is the scenario initially recommended by the Study and was presented to the Board of Trustees at the October 4<sup>th</sup> Work Session.
- Cost of Service Scenario 2 - Cost of Service changes are transitioned for all customer classes through a series of proportional adjustments over a 5-year span from 2023 to 2027.
- Cost of Service Scenario 3 - Cost of Service changes for residential classes are implemented in full beginning in 2023. Cost of Service changes for commercial and irrigation classes are implemented to 75% in 2023 and to 100% in 2024. This would result in an expected revenue shortfall to the Water Fund in 2023 of approximately \$80,000, or 1.5% of total expected revenue.



## Residential Water Usage Rate Structures

Three Residential water usage rate structures were considered by the Board at the October 25 meeting. Option 1 was a tiered rate structure and included 3,000 gallons of water use in the base rate. Option 2 was also a tiered rate structure and included 2,000 gallons of water use in the base rate. Option 3 was a uniform rate structure, meaning all water use would be charged the same \$/1,000-gallon rate.

It was discussed for Staff to bring water rate structure Option 1 – Tiered Rates, which includes 3,000 gallons of use in the base rate, back for consideration for adoption. Single-family and multi-family residential rates are not impacted by the two COS Scenarios under consideration. Staff has listed the proposed residential water rates in Table 2.

*Table 2. Proposed water usage rates for single-family and multi-family residential.*

<b>Proposed Water Usage Rates for Residential Classes</b>			
<b>Single-family Residential, per unit</b>		<b>Multi-family Residential, per unit</b>	
<u>Base Rate, \$ per bill</u>		<u>Base Rate, \$ per bill per unit</u>	
0.75 inch	\$49.71	All units	\$30.95
1 inch	\$60.91		
1.5 inch	\$87.22		
2 inch	\$120.61		
<u>Volume Rates, \$ per 1,000 gal</u>		<u>Volume Rates, \$ per 1,000 gal per unit</u>	
Tier 1: 0-3 Kgal	\$0.00	Tier 1: 0-3 Kgal	\$0.00
Tier 2: 3-7 Kgal	\$11.70	Tier 2: 3-7 Kgal	\$7.08
Tier 3: 7-20 Kgal	\$15.20	Tier 3: 7-20 Kgal	\$9.21
Tier 4: >20 Kgal	\$21.64	Tier 4: >20 Kgal	\$13.11

Volume charges for a tiered rate structure are based on the number of gallons used within each tier. For example, for a customer using 10,000 gallons in a month, the first 3,000 gallons would be included in the base rate, the next 4,000 gallons would be charged at the Tier 2 rate of \$11.70 per 1,000 gallons, and the remaining 3,000 gallons would be charged at the Tier 3 rate of \$15.20 per 1,000 gallons.

Appendix 1 compares the cost of various water usage scenarios for a single-family unit under existing rates and the proposed single-family residential rates.

## Commercial/Non-residential Water Usage Rate Structures

The Board considered four water usage rate structures at the October 25 meeting for the commercial/non-residential rate class. Option 1 was a tiered rate structure, Option 2 was a seasonal rate structure, Option 3 was a uniform rate structure, and Option 4 was an individualized rate structure.

It was discussed for Staff to bring rate structure Option 1 – Tiered Rates and rate structure Option 4 – Individualized Rates for additional consideration in combination with the two COS





Scenarios. Table 3 summarizes the two rate Options, under the two COS Scenarios where requested.

*Table 3. Proposed water usage rates for commercial/non-residential class under COS Scenario 1 and 3.*

<b>Proposed Water Usage Rates for Commercial/Non-residential Class</b>					
<b>Cost-of-Service Scenario 1</b>			<b>Cost-of-Service Scenario 3</b>		
<i>Option 1 - Tiered Rate</i>		<i>Option 4 - Individualized Rate</i>	<i>Option 4 - Individualized Rate</i>		
<u>Base Rate, \$ per bill</u>		<u>Base Rate, \$ per bill</u>	<u>Base Rate, \$ per bill</u>		
0.75 inch	\$24.07	0.75 inch	\$24.07	0.75 inch	\$24.07
1 inch	\$35.27	1 inch	\$35.27	1 inch	\$35.27
1.5 inch	\$61.58	1.5 inch	\$61.58	1.5 inch	\$61.58
2 inch	\$94.97	2 inch	\$94.97	2 inch	\$94.97
<u>Volume Rates, \$ per 1,000 gal</u>		<u>Volume Rates, \$ per 1,000 gal</u>	<u>Volume Rates, \$ per 1,000 gal</u>		
Tier 1: 0-25 Kgal	\$11.72	Tier 1: ≤ AMC*	\$12.22	Tier 1: ≤ AMC*	\$8.85
Tier 2: 25-120 Kgal	\$14.64	Tier 2: >AMC	\$18.33	Tier 2: >AMC	\$13.27
Tier 3: >120 Kgal	\$17.57	* Average monthly consumption		* Average monthly consumption	

Volume charges for the commercial/non-residential class tiered rate structure are determined similarly to that for residential tiered rate structure. The individualized rate structure is a version of a tiered structure where the number of gallons in each tier is set individually for each commercial customer based on the average monthly water use from the previous calendar year.

Appendix 2 compares the cost of various water usage scenarios for the commercial/non-residential class under existing rates and the proposed rates listed in Table 3.

### **Irrigation Water Usage Rate Structures**

The Board considered three water usage rate structures at the October 25 meeting for the irrigation rate class. Option 1 was a tiered rate structure, Option 2 was a seasonal rate structure, and Option 3 was a uniform rate structure.

It was discussed for Staff to bring irrigation rate structure Option 2 – Seasonal Rates back for consideration for adoption. It was also discussed for Staff to bring Option 2 – Seasonal Rates in combination with the two COS Scenarios. Table 4 summarizes the proposed irrigation rate option under the two COS Scenarios. For the Seasonal Rates, winter months are November through April and summer months are May through October.

Appendix 3 compares the cost of various water usage scenarios for an irrigation tap under existing rates and the proposed irrigation rates listed in Table 4.



Table 4. Proposed water usage rates for irrigation class under COS Scenario 1 and 3.

<b>Proposed Water Usage Rates for Irrigation Class</b>			
<b>Cost-of-Service Scenario 1</b>		<b>Cost-of-Service Scenario 3</b>	
<i>Option 1 - Seasonal Rate</i>		<i>Option 1 - Seasonal Rate</i>	
<u>Base Rate, \$ per bill</u>		<u>Base Rate, \$ per bill</u>	
0.75 inch	\$24.07	0.75 inch	\$24.07
1 inch	\$35.27	1 inch	\$35.27
1.5 inch	\$61.58	1.5 inch	\$61.58
2 inch	\$94.97	2 inch	\$94.97
<u>Volume Rates, \$ per 1,000 gal</u>		<u>Volume Rates, \$ per 1,000 gal</u>	
Winter (Nov-Apr)	\$8.99	Winter (Nov-Apr)	\$5.38
Summer (May-Oct)	\$17.98	Summer (May-Oct)	\$10.76

## WASTEWATER USAGE RATES

The Board considered and supported one wastewater usage rate structure at the October 25 meeting, with a slight variation between residential classes and the commercial/non-residential class. The irrigation class does not incur wastewater usage rates. Table 5 lists the proposed wastewater usage rate for all classes.

Table 5. Proposed wastewater usage rates for all customer classes.

<b>Proposed Wastewater Usage Rates for All Classes</b>	
Base Rate, \$ per bill	\$13.95
Volume Rate, \$ per 1,000 gal	\$8.02

Volume charges for single-family and multi-family residential classes would be determined based on the average winter water consumption in January through March. This volume is updated annually in April. Volume charges for the commercial/non-residential class would be based on the actual monthly water consumption reduced by a return flow factor of 15% to account for irrigation or other water not returned to the wastewater plant. In other words, 85% of metered water use returns to the system as wastewater.

## ORDINANCE OPTIONS

Staff is presenting three potential utility rate ordinances reflecting the combination of rate preferences of the Board.

### Ordinance 17-2022.1111

This option is based on COS Scenario 1, which transitions to full cost-of-service recovery by customer class in 2023. It reflects the single-family and multi-family residential rates listed in Table 2. For the commercial/non-residential rates, it reflects the Option 1 – Tiered Rate listed in Table 3. And it reflects Option 1 – Seasonal Rate under COS Scenario 1 listed in Table 4 for the irrigation class.



#### **Ordinance 17-2022.1141**

This option is also based on COS Scenario 1, which transitions to full cost-of-service recovery by customer class in 2023. And it also reflects the single-family and multi-family residential rates listed in Table 2. However, for the commercial/non-residential rates, it reflects Option 4 – Individualized Rate under COS Scenario 1 listed in Table 3. It also reflects the same Option 1 – Seasonal Rate under COS Scenario 1 listed in Table 4 for the irrigation class.

#### **Ordinance 17-2022.3141**

This option is based on COS Scenario 3, which transitions the cost-of-service recovery for the commercial/non-residential and irrigation classes to over two years, with 75% cost-of-service recovery in 2023 and 100% cost-of-service recovery in 2024. It reflects the same single-family and multi-family residential rates as the other two ordinance options (listed in Table 2). For the commercial/non-residential rates, it reflects Option 4 – Individualized Rate under COS Scenario 3 listed in Table 3. For the irrigation class, it reflects Option 1 – Seasonal Rate under COS Scenario 3 listed in Table 4.

#### **NEXT STEPS**

Staff is working to develop and implement the following programs.

- Continued robust communications to all customer classes, creating opportunities for one-on-one question and answer sessions.
- A program for commercial customers to receive a modification to the return flow factor if they can demonstrate more than 15% of their metered water use leaves the system. In other words, less than 85% of their metered water use returns to the system as wastewater.
- Expanding the Town’s Hardship Utility Grant Program by increasing the dollars available to utility customers in 2023 and, with Trustee approval, creating a similar program allowing participation by commercial/non-residential and irrigation customers.
- Expanding Town of Wellington participation in Resource Central’s Slow the Flow Program, which provides sprinkler evaluations at no cost to customers of participating communities. With matching dollars from Northern Water, The Town is working to expand its participation to include commercial customers in 2023, including Homeowner’s Associations.
- Participation in Resource Central’s Garden in a Box Program, which provides professionally designed, waterwise garden kits at reduced cost to utility customers of participating communities.

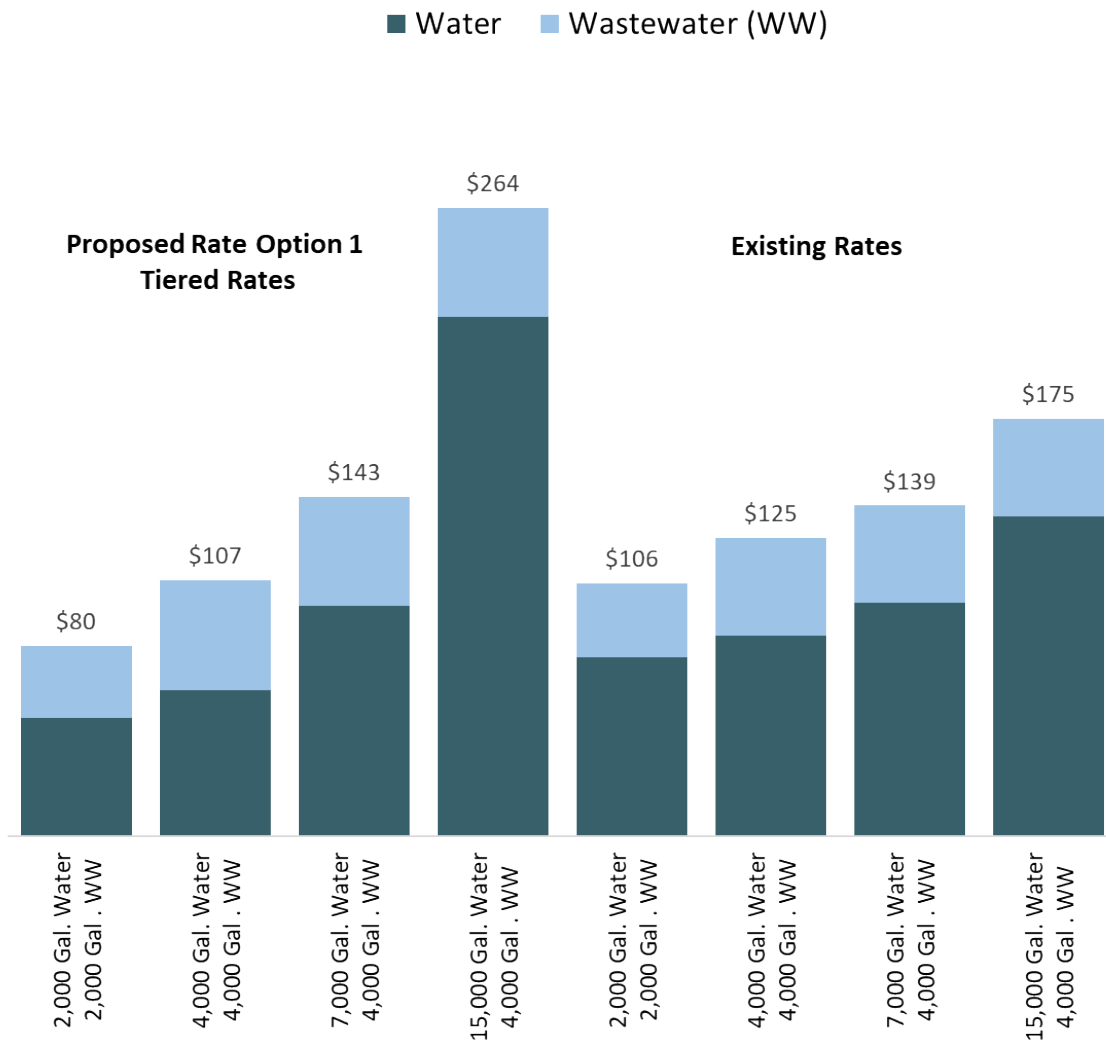


#### **MOTION OPTIONS**

- Motion to approve one of the Ordinances listed above as proposed.
- Move to approve an Ordinance with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of this Ordinance and provide guidance to staff as to requested modifications.
- Move to deny the Ordinance.

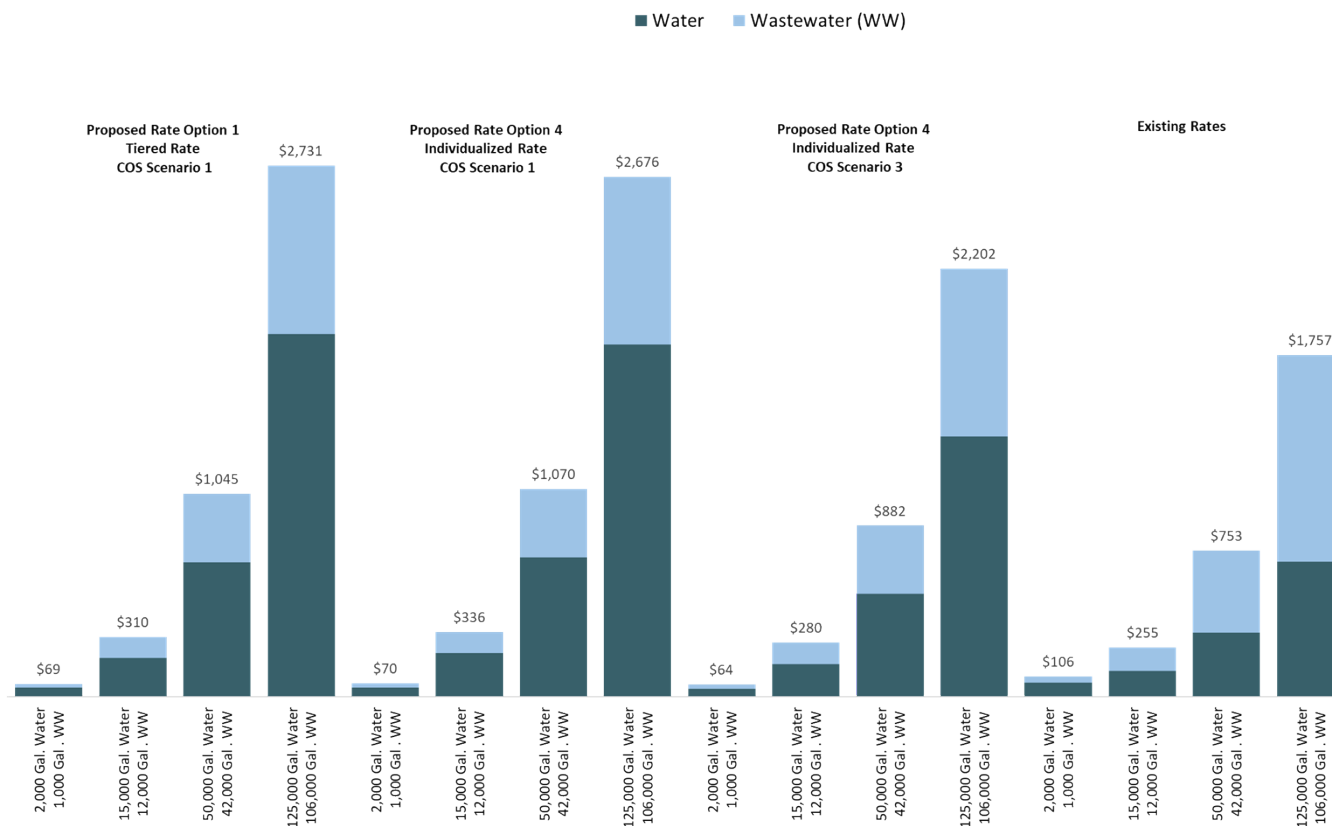
## Appendix 1

Cost comparison between existing rates and proposed single-family residential water and wastewater rates under multiple volume usage scenarios.



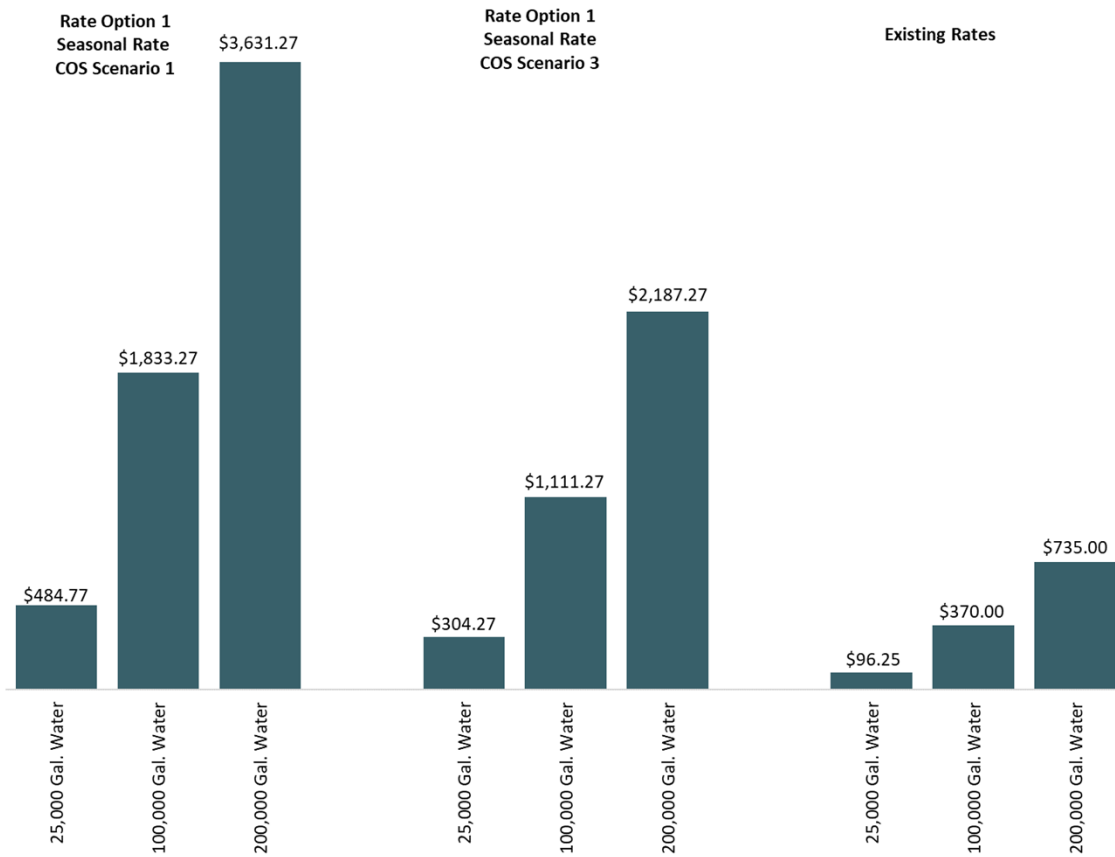
## Appendix 2

Cost comparison between existing rates and proposed commercial/non-residential water and wastewater rates under multiple volume usage scenarios.



## Appendix 3

Cost comparison between existing rates and proposed irrigation water rates under multiple volume usage scenarios with an assumed 1 inch tap.



TOWN OF WELLINGTON

ORDINANCE NO. 17-2022

AN ORDINANCE ESTABLISHING FEES TO BE CHARGED BY THE TOWN OF WELLINGTON, COLORADO, FOR UTILITY SERVICES

WHEREAS, the Town of Wellington Municipal Code provides that the Board of Trustees of the Town of Wellington shall set fees for various services provided by the Town; and

WHEREAS, the Town of Wellington has previously set fees for utility services by resolution and by ordinance; and

WHEREAS, the fees for utility services are to be reviewed and set annually in order for the Town to recoup the full cost of service for the provision of water and wastewater services; and

WHEREAS, the Town of Wellington Board of Trustees desires to adopt utility fees by ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

1. **Residential Water Fees.** For all residential users, the Town shall charge the following fees for each water tap connected to the Town's municipal water system:

For water taps serving a single residential unit (single-family dwelling):

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$49.71
1 Inch:	\$60.91
1.5 Inch:	\$87.22
2 Inch:	\$120.61

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (0-3,000 gallons):	\$0.00
Tier 2 (3,001-7,000 gallons):	\$11.70
Tier 3 (7,001-20,000 gallons):	\$15.20
Tier 4 (more than 20,000 gallons):	\$21.64

For water taps serving multiple residential units (multi-family dwellings):

Base Rate, charge per month:

\$30.95 per unit served



Volume Rate, charge per 1,000 gallons of average usage per unit served:

Tier 1 (0-3,000 gallons):	\$0.00
Tier 2 (3,001-5,000 gallons):	\$7.08
Tier 3 (5,001-14,000 gallons):	\$9.21
Tier 4 (more than 14,000 gallons):	\$13.11

Multi-unit tap volume charges are calculated as an average of monthly usage for all units served by the tap.

2. **Residential Wastewater Fees.** For all residential users, the Town shall charge each user the following fees for connection to the Town's wastewater system:

For all wastewater taps serving residential units:

Base Rate, charge per month:

\$13.95

Volume Rate, charge per 1,000 gallons of average monthly water usage for user between January 1 and March 31:

\$8.02

3. **Commercial Water Fees.** For all commercial users, the Town shall charge the following fees for each water tap connected to the Town's municipal water system:

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$24.07
1 Inch:	\$35.27
1.5 Inch:	\$61.58
2 Inch:	\$94.97
More than 2 Inch:	Calculated

Base Rate for water taps that exceed 2 inches in size shall be calculated based on the proposed use and capacity.

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (0-25,000 gallons):	\$11.72
Tier 2 (25,001-120,000 gallons):	\$14.64
Tier 3 (more than 120,00 gallons):	\$17.57

4. **Commercial Wastewater Fees.** For all commercial users, the Town shall charge each user the following fees for connection to the Town's wastewater system:

Base Rate, charge per month:

\$13.95

Volume Rate, charge per 1,000 gallons of actual monthly water usage reduced by 15% to account for irrigation uses and other water use not returned as wastewater:

\$8.02

5. **Irrigation Water Fees.** For all usage of water by irrigation-only taps, the Town shall charge the following fees:

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$24.07
1 Inch:	\$35.27
1.5 Inch:	\$61.58
2 Inch:	\$94.97

Volume Rate, charge per 1,000 gallons of usage:

Winter Months (Nov-Apr):	\$8.99
Summer Months (May-Oct):	17.98

6. **Bulk Water.** For all usage at the Bulk Water Station or via hydrants for Construction Bulk Water Usage, the Town shall charge the follow fees:

Volume Rate, charge per 1,000 gallons of usage:

\$21.64

7. **Validity.** The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.
8. **Necessity.** In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.

9. **Certification.** The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8th day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Clerk

TOWN OF WELLINGTON

ORDINANCE NO. 17-2022

AN ORDINANCE ESTABLISHING FEES TO BE CHARGED BY THE TOWN OF WELLINGTON, COLORADO, FOR UTILITY SERVICES

WHEREAS, the Town of Wellington Municipal Code provides that the Board of Trustees of the Town of Wellington shall set fees for various services provided by the Town; and

WHEREAS, the Town of Wellington has previously set fees for utility services by resolution and by ordinance; and

WHEREAS, the fees for utility services are to be reviewed and set annually in order for the Town to recoup the full cost of service for the provision of water and wastewater services; and

WHEREAS, the Town of Wellington Board of Trustees desires to adopt utility fees by ordinance. NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

1. **Residential Water Fees.** For all residential users, the Town shall charge the following fees for each water tap connected to the Town's municipal water system:

For water taps serving a single residential unit (single-family dwelling):

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$49.71
1 Inch:	\$60.91
1.5 Inch:	\$87.22
2 Inch:	\$120.61

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (0-3,000 gallons):	\$0.00
Tier 2 (3,001-7,000 gallons):	\$11.70
Tier 3 (7,001-20,000 gallons):	\$15.20
Tier 4 (more than 20,000 gallons):	\$21.64

For water taps serving multiple residential units (multi-family dwellings):

Base Rate, charge per month:

\$30.95 per unit served

Volume Rate, charge per 1,000 gallons of average usage per unit served:

Tier 1 (0-3,000 gallons):	\$0.00
Tier 2 (3,001-5,000 gallons):	\$7.08
Tier 3 (5,001-14,000 gallons):	\$9.21
Tier 4 (more than 14,000 gallons):	\$13.11

Multi-unit tap volume charges are calculated as an average of monthly usage for all units served by the tap.

2. **Residential Wastewater Fees.** For all residential users, the Town shall charge each user the following fees for connection to the Town's wastewater system:

For all wastewater taps serving residential units:

Base Rate, charge per month:

\$13.95

Volume Rate, charge per 1,000 gallons of average monthly water usage for user between January 1 and March 31:

\$8.02

3. **Commercial Water Fees.** For all commercial users, the Town shall charge the following fees for each water tap connected to the Town's municipal water system:

Base Rate, charge per month based on size of water tap:

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1 Inch:	\$35.27
1.5 Inch:	\$61.58
2 Inch:	\$94.97
More than 2 Inch:	Calculated

Base Rate for water taps that exceed 2 inches in size shall be calculated based on the proposed use and capacity.

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (Less than or equal to User Average):	\$12.22
Tier 2 (More than User Average):	\$18.33

User Average is the average monthly water usage by the user over the preceding calendar year, rounded to the nearest 1,000 gallons.

4. **Commercial Wastewater Fees.** For all commercial users, the Town shall charge each user the following fees for connection to the Town's wastewater system:

Base Rate, charge per month:

\$13.95

Volume Rate, charge per 1,000 gallons of actual monthly water usage reduced by 15% to account for irrigation uses and other water use not returned as wastewater:

\$8.02

5. **Irrigation Water Fees.** For all usage of water by irrigation-only taps, the Town shall charge the following fees:

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$24.07
1 Inch:	\$35.27
1.5 Inch:	\$61.58
2 Inch:	\$94.97

Volume Rate, charge per 1,000 gallons of usage:

Winter Months (Nov-Apr):	\$8.99
Summer Months (May-Oct):	17.98

6. **Bulk Water.** For all usage at the Bulk Water Station or via hydrants for Construction Bulk Water Usage, the Town shall charge the follow fees:

Volume Rate, charge per 1,000 gallons of usage:

\$21.64

7. **Validity.** The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.
8. **Necessity.** In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.

9. **Certification.** The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8th day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Clerk

TOWN OF WELLINGTON

ORDINANCE NO. 17-2022

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WHEREAS, the Town of Wellington has previously set fees for utility services by resolution and by ordinance; and

WHEREAS, the fees for utility services are to be reviewed and set annually in order for the Town to recoup the full cost of service for the provision of water and wastewater services; and

WHEREAS, the Town of Wellington Board of Trustees desires to adopt utility fees by ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

1. **Residential Water Fees.** For all residential users, the Town shall charge the following fees for each water tap connected to the Town's municipal water system:

For water taps serving a single residential unit (single-family dwelling):

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$49.71
1 Inch:	\$60.91
1.5 Inch:	\$87.22
2 Inch:	\$120.61

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (0-3,000 gallons):	\$0.00
Tier 2 (3,001-7,000 gallons):	\$11.70
Tier 3 (7,001-20,000 gallons):	\$15.20
Tier 4 (more than 20,000 gallons):	\$21.64

For water taps serving multiple residential units (multi-family dwellings):

Base Rate, charge per month:

\$30.95 per unit served



Volume Rate, charge per 1,000 gallons of average usage per unit served:

Tier 1 (0-3,000 gallons):	\$0.00
Tier 2 (3,001-5,000 gallons):	\$7.08
Tier 3 (5,001-14,000 gallons):	\$9.21
Tier 4 (more than 14,000 gallons):	\$13.11

Multi-unit tap volume charges are calculated as an average of monthly usage for all units served by the tap.

2. **Residential Wastewater Fees.** For all residential users, the Town shall charge each user the following fees for connection to the Town's wastewater system:

For all wastewater taps serving residential units:

Base Rate, charge per month:

\$13.95

Volume Rate, charge per 1,000 gallons of average monthly water usage for user between January 1 and March 31:

\$8.02

3. **Commercial Water Fees.** For all commercial users, the Town shall charge the following fees for each water tap connected to the Town's municipal water system:

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$24.07
1 Inch:	\$35.27
1.5 Inch:	\$61.58
2 Inch:	\$94.97
More than 2 Inch:	Calculated

Base Rate for water taps that exceed 2 inches in size shall be calculated based on the proposed use and capacity.

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (Less than or equal to User Average):	\$8.85
Tier 2 (More than User Average):	\$13.27

User Average is the average monthly water usage by the user over the preceding calendar year, rounded to the nearest 1,000 gallons.

4. **Commercial Wastewater Fees.** For all commercial users, the Town shall charge each user the following fees for connection to the Town's wastewater system:

Base Rate, charge per month:

\$13.95

Volume Rate, charge per 1,000 gallons of actual monthly water usage reduced by 15% to account for irrigation uses and other water use not returned as wastewater:

\$8.02

5. **Irrigation Water Fees.** For all usage of water by irrigation-only taps, the Town shall charge the following fees:

Base Rate, charge per month based on size of water tap:

0.75 Inch:	\$24.07
1 Inch:	\$35.27
1.5 Inch:	\$61.58
2 Inch:	\$94.97

Volume Rate, charge per 1,000 gallons of usage:

Winter Months (Nov-Apr):	\$8.99
Summer Months (May-Oct):	17.98

6. **Bulk Water.** For all usage at the Bulk Water Station or via hydrants for Construction Bulk Water Usage, the Town shall charge the follow fees:

Volume Rate, charge per 1,000 gallons of usage:

\$21.64

7. **Validity.** The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.
8. **Necessity.** In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.

9. **Certification.** The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8th day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Clerk

## **Board of Trustees Meeting**

**Date:** November 8, 2022  
**Subject:** Resolution No. 37-2022 - A Resolution of the Town of Wellington, Colorado  
Adopting a Fee Schedule for 2023

- **Presentation: Patti Garcia, Town Administrator**

### **BACKGROUND / DISCUSSION**

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The proposed fee schedule has been a work in progress for almost a year. This is a document that will be updated with the adopted water and sewer rate fees along with any other fees that are approved throughout 2023. Exhibit A is the proposed fee schedule that will be placed on the town's website for easy access and transparency.

There are some fees that need to be adopted by ordinance; those fees are highlighted in light peach. They will be brought back to the Board of Trustees for adoption at a later date. Other fees are highlighted in light green; those are fees that staff is recommending be adopted by this resolution. Some of those fees are new, some have not been formally adopted and others just need to be updated to cover the cost of service.

Items of note:

- Trash Haulers and Business License fees – These need a full review of the current fee and process for application and approval. There is no request to make any changes to these fees at this time.
- Liquor License fees – These fees are set by state statute for the maximum amount a municipality may charge for their local fees. Fees for liquor licensing were adopted in 1996 but were never updated.
- Cemetery fees – The fees highlighted in green have been on the internal cemetery fee schedule for many years; we have not found any documentation as to when they were adopted.
- Parks and Recreation fees – As our parks and recreation programming has changed and grown over the past several years the fees have not been updated. Staff was not able to find any documentation of these fees being adopted in the past.
- Special event fees – There is a request for an increase to \$200 from \$100 for daily park rental to cover costs.
- Miscellaneous fees – We have added the use of the Centennial Conference room to the fee schedule.

### **STAFF RECOMMENDATION**

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Motion options:

- Motion to approve Resolution No. 37-2022 as proposed.
- Move to approve Resolution No. 37-2022 with amendments as the Board of Trustees deems appropriate
- Move to postpone consideration of Resolution No. 37-2022 and provide guidance to staff as to requested modifications.
- Move to deny Resolution No. 37-2022

### **ATTACHMENTS**

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1. Resolution\_Fee Schedule
2. Fee Schedule\_Exhibit A

TOWN OF WELLINGTON

RESOLUTION NO. 37-2022

A RESOLUTION OF THE TOWN OF WELLINGTON, COLORADO ADOPTING A FEE SCHEDULE FOR 2023

WHEREAS, Colorado Revised Statutes 31-15-101 authorizes a municipality to enact regulations that promote the health, safety and welfare and improve order, comfort and convenience of the municipality and inhabitants thereof; and

WHEREAS, the Town of Wellington Board of Trustees wishes to adopt a fee schedule to support those regulations.

NOW, THEREFORE, be it resolved by the Board of Trustees for the Town of Wellington, Colorado, as follows:

1. The fees set forth on the Town of Wellington Fee Schedule, attached hereto as EXHIBIT A, are fixed and imposed for the various purposes set forth.
2. As fees are updated throughout 2023, the Fee Schedule will be updated to reflect the most current fees adopted by the Board of Trustees.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 8<sup>th</sup> day of November, 2022.

TOWN OF WELLINGTON, COLORADO

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Administrator/Interim Town Clerk

LICENSE FEES				
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER	NOTES
	<b>LICENSES</b>			
	Business License (New/Renewal)	\$25.00	Res. No. 12-2008	
	Auctioneer License	\$100.00	Res. No. 1-2008	
	Peddler's and Handbill License			
	• Monthly	\$8.00		
	• Quarterly	\$50.00		
	• Yearly	\$150.00	Res. No. 1-2008	
	Contractor License (new and renewal annually)	\$50.00	Res. No. 12-2008	Current fee \$25 - Increase covers review of application, verification of state license for certain trades, and contractor access to permitting software for inspections, scheduling and tracking.
16-12-10	Home Occupation License	\$30.00	Ord. No. 5-2008	
6-7-20	Trash Haulers License	\$500.00	Ord. No. 14-1994	

CEMETERY FEES				
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER	NOTES
	<b>Grave Space</b>			
	Resident/Non-Resident (\$75.00 goes to perpetual care)	\$300.00	Res. No. 1-2008	
	Non-Resident (\$75.00 goes to perpetual care)	\$450.00	Res. No. 1-2008	
	Infant 2 years and under (\$75.00 goes to perpetual care)	\$200.00	Res. No. 1-2008	
	<b>Opening and Closing</b>			
	Casket – regular hours	\$200.00	Res. No. 1-2008	
	Casket – weekends	\$400.00		On cemetery fee schedule
	Cremains – regular hours	\$100.00	Res. No. 1-2008	
	Cremains – weekends	\$200.00		On cemetery fee schedule
	<b>Disinterment</b>			
	Casket	\$600.00		On cemetery fee schedule
	Cremains	\$300.00		On cemetery fee schedule



EXCAVATION FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
Right-of-Way Permit			
	Right-of-Way Permit	\$100.00	To be set by resolution
	Right-of-Way Deposit	\$1,000.00	To be set by resolution
	Encroachment Permit Fee	\$50.00	To be set by resolution

LIQUOR LICENSE FEES				
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER	NOTES
Fees Payable to Town of Wellington (Local licensing authority)				Local liquor license fees are established by the Dept of Revenue. A municipality may not charge above what the state recommends.
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER	
	<b>New License Fees</b>			
	New liquor license application fee (one-time fee)	\$750.00		Up to \$1,000
	Concurrent review - New liquor license application fee(one time fee)	\$850.00		Up to \$1,000
	Transfer application fee (one-time fee)	\$750.00		
	Temporary Transfer	\$75.00		
	<b>Renewal License Fees</b>			
	Annual Application-ALL Licenses	\$100/yr.		
	Annual Art Gallery fee	\$100/yr.		
	Hotel/Tavern	\$75/yr.		
	Retail Liquor	\$22.50/yr.		
	Beer & Wine	\$48.75/yr.		
	Club	\$41.25/yr.		
	Fermented Malt Beverage (On and Off Premise)	\$3.75/yr.		
	Arts	\$41.25/yr.		
	Liquor License Drugstore	\$22.50/yr.		
	Lodging & Entertainment	\$75.00/yr.		
	Brew Pub	\$75.00/yr.		
	Mini Bar with Hotel/Restaurant	\$48.75/yr.		
	Bed & Breakfast	\$3.75/yr.		
	Special Event Permit (Liquor or Fermented Malt Beverage)	\$100/App		
	Manager Registration/Hotel/Tavern/L&E/Campus Liquor only	\$75.00		
	Change of Location	\$750.00		
	Late Renewal	\$500.00		
	Corporation/LLC Changes	\$100.00		
<a href="#">Fees Payable to State of Colorado (State licensing authority) may be found at Liquor Enforcement Division Fee Schedule</a>				
Payment of ALL applicable fees must be submitted with application				

<b>MARIJUANA LICENSE FEES</b>			
<b>CODE SECTION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>RES/ORD NUMBER</b>
<b>Fees Payable to Town of Wellington (Local licensing authority)</b>			
	Retail Marijuana Store New Application	\$2,500.00	Res. No. 4-2022
	Retail Marijuana Operating Fee (Annual)	\$5,000.00	Res. No. 4-2022
	Retail Marijuana Store Renewal	\$1,500.00	Res. No. 4-2022
	Medical Marijuana Store New Application	\$2,500.00	Res. No. 4-2022
	Medical Marijuana Operating Fee (Annual)	\$5,000.00	Res. No. 4-2022
	Medical Marijuana Store Renewal	\$1,500.00	Res. No. 4-2022
	Zoning and Setback Verification	\$500.00	New fee
	Transfer of Ownership or Change in Business Structure	\$1,000.00	Res. No. 4-2022
	Change of Location	\$2,500.00	Res. No. 4-2022
	Modification of Premise	\$2,500.00	Res. No. 4-2022
	Late Renewal	\$500.00	Res. No. 4-2022

SEWER RATES AND FEES				
CODE SECTION	DESCRIPTION	FEE		RES/ORD NUMBER
	MONTHLY SEWER RATES			Ord No. 03-2022
	Monthly Sewer Fees - Residential	TBD	TBD	To be adopted by ordinance
	Each additional residential user on a single tap	TBD	TBD	To be adopted by ordinance
	Monthly Sewer Fees - Non- Residential (3/4" - 2" Tap)	TBD	TBD	To be adopted by ordinance
	Monthly Sewer Fees - Non- Residential ( > 2" Tap)	TBD	TBD	To be adopted by ordinance
	Each additional non-residential user on a single tap	TBD	TBD	To be adopted by ordinance
	Monthly Sewer Fees - Inactive (Residential and Commercial)	TBD	TBD	To be adopted by ordinance
	All taps outside the Town's Corporate Limits	TBD	TBD	To be adopted by ordinance

STORMWATER RATES AND FEES				
CODE SECTION	DESCRIPTION	FEE		RES/ORD NUMBER
	MONTHLY STORMWATER RATES			
13-1-40	Residential Monthly Stormwater Fees	\$5.00		Ord. No. 1-2017
13-1-40	Commercial Monthly Stormwater Fees	\$9.25		Ord. No. 1-2017
	BOXELDER STORMWATER AUTHORITY FEES			
13-7-50	Residential Monthly Stormwater Fees	\$6.33		Ord. No. 1-2017
13-7-50	Commercial Monthly Stormwater Fees (Based on square feet of impervious area):			
	1-5,000 sq ft	\$6.33		Ord. No. 1-2017
	5,001-10,000 sq ft	\$13.75		Ord. No. 1-2017
	10,001-20,000 sq ft	\$27.50		Ord. No. 1-2017
	20,001-30,000 sq ft	\$55.00		Ord. No. 1-2017
	30,001-40,000 sq ft	\$87.50		Ord. No. 1-2017
	40,001-50,000 sq ft	\$110.00		Ord. No. 1-2017

WATER RATES AND FEES									
CODE SECTION	DESCRIPTION	FEE							RES/ORD NUMBER
	MONTHLY WATER RATES								Resolution 44-2020
	Meter Size/Customer Class	Monthly Base Fee	1st Tier Usage Charge	1st Tier Threshold	2nd Tier Usage Charge	2nd Tier Threshold	3rd Tier Usage Charge	3rd Tier Threshold	
			per 1,000 gal	gal / month	per 1,000 gal	gal / month	per 1,000 gal	gal / month	
	Residential Single Tap	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Residential Single Tap – Outside limits	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Non-Residential ¾ Tap	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Non-Residential 1” Tap	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Non-Residential 1.5” Tap	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Non-Residential 2” Tap	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Irrigation Tap	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Non-Potable Irrigation - Town	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Non-Potable Irrigation – Poudre School District	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Potable Irrigation – Poudre School District	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	Inactive Water Tap	TBD	TBD	TBD	TBD	TBD	TBD	TBD	To be adopted by ordinance
	MISCELLANEOUS WATER FEES								
CODE SECTION	DESCRIPTION	FEE					RES/ORD NUMBER		
	Shut off notice fee	\$ -							
13-1-120	Reconnection Fee - following termination due to non-payment	\$25 first offense; \$50 each subsequent offense in a 12 month period						To be set by resolution	
13-1-90	Delinquent Fee	1% of the past due amount						Ord. No. 15-2020	
13-1-90	Non-sufficient Funds Fee	\$ 20.00						Ord. No. 15-2020	
	Account Transfer Fee	\$ 10.00						To be set by resolution	
	Bulk Water Rates	\$ 15.20						Res. No. 29-2020	
	Contractor Supplied Hydrant Meter Fees	\$ 50.00		\$ 15.20 per 1000 gallons used				Res. No. 29-2020	
	Town Hydrant Supplied Meter Use Fees	\$ 3,500.00	Meter Rental Deposit	\$ 10.00 per day charge		\$ 15.20 per 1000 gallons used		Res. No. 29-2020	

Deposit covers cost of replacement

CONSTRUCTION INSPECTION FEES FOR PUBLIC IMPROVEMENTS - Assessed and paid before construction begins				
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER	NOTES
	Streets - New	\$1.50 / linear foot		To be set by resolution. Previously a direct charge by consultants to developers.
	Streets - Existing (widening or other improvements)	\$1.00 / linear foot		To be set by resolution. Previously a direct charge by consultants to developers.
	Water Mains, with appurtenances	\$1.75 / linear foot		To be set by resolution. Previously a direct charge by consultants to developers.
	Wastewater Mains, with appurtenances	\$1.50 / linear foot		To be set by resolution. Previously a direct charge by consultants to developers.
	Storm Drain Pipes, with appurtenances	\$1.50 / linear foot		To be set by resolution. Previously a direct charge by consultants to developers.
	Stormwater Facilities	\$1,000.00 / each		To be set by resolution. Previously a direct charge by consultants to developers.
	Erosion and Sediment Control	\$200.00 / acre		To be set by resolution. Previously a direct charge by consultants to developers.

PLANNING AND ZONING FEES					
CODE SECTION	DESCRIPTION	FEE		RES/ORD NUMBER	NOTES
	Annexation	\$500.00	\$10 / Acre	Ord. No. 8-2019	
	Zone Change Request (Rezone)	\$350.00		Ord. No. 8-2019	
	Planned Unit Development	\$500.00	\$10 / lot for residential \$10 / acre for non-residential	Ord. No. 8-2019	
	Conditional Use	\$350.00		Ord. No. 8-2019	
	Preliminary Major Subdivision - Single Family and Two Family Zoning Districts	\$500.00	\$10 / Lot	Ord. No. 8-2019	
	Preliminary Major Subdivision - All other Zoning Districts	\$500.00	\$10 / Acre	Ord. No. 8-2019	
	Major Subdivision, Final	\$0.00		Ord. No. 8-2019	
	Minor Subdivision	\$350.00	\$10 / lot for residential \$10 / acre for non-residential	Ord. No. 8-2019	
	Manufactured Home Park	\$500.00	\$10 / Lot	Ord. No. 8-2019	
	Recreational Vehicle Park	\$500.00	\$10 / Vehicle	Ord. No. 8-2019	
	Vacation of Right-of-Way or Easement	\$150.00		Ord. No. 8-2019	
	Site Plan Review	\$150.00	\$100 per acre if over an acre	Ord. No. 8-2019	
	Revised Final Plat	\$500.00		To be adopted by ordinance	New process added with Land Use Code adoption
	Lot Line Adjustment	\$500.00		To be adopted by ordinance	New process added with Land Use Code adoption
	Easement Adjustment	\$500.00		To be adopted by ordinance	New process added with Land Use Code adoption
	Condominium/Townhome Plat	\$750.00		To be adopted by ordinance	New process added with Land Use Code adoption
	Amend Approved Site Plans (Planning Commission)	\$250.00		Ord. No. 8-2019	
	Administrative Adjustment	\$100.00		Ord. No. 8-2019	
	Board of Adjustment / Appeals	\$250.00		Ord. No. 8-2019	
	Variance	\$250.00		Ord. No. 8-2019	
	Non-conforming Use Review	\$150.00		Ord. No. 8-2019	
	Extension of Final Approval	\$150.00		Ord. No. 8-2019	
	Zoning Permit (for accessory structures less than 120 sq. ft. or fences, structures and signs otherwise not requiring a building permit)	\$30.00		Ord. No. 8-2019	
5.06.5 Land Use Code	Park Land Fee in-lieu of Dedication	Appraisal		Ord. No. 11-2007	



ENGINEERING REVIEW FEES					
CODE SECTION	DESCRIPTION	FEE		RES/ORD NUMBER	NOTES
Includes engineering review of construction documents and engineering design documents					
	Annexation	\$1,500.00	+\$10.00/Acre		To be set by resolution. Previously a direct charge by consultants to developers.
	Zone Change Request (Rezone)	\$0.00			To be set by resolution. Previously a direct charge by consultants to developers.
	Planned Unit Development	\$2,000.00	+\$10.00/lot for residential or \$10.00/acre for non-residential		To be set by resolution. Previously a direct charge by consultants to developers.
	Conditional Use	\$0.00			To be set by resolution. Previously a direct charge by consultants to developers.
	Preliminary Major Subdivision - Single Family and Two Family Zoning Districts	\$4,000.00	+\$30.00/Lot		To be set by resolution. Previously a direct charge by consultants to developers.
	Preliminary Major Subdivision - All other Zoning Districts	\$4,000.00	+\$30.00/Acre		To be set by resolution. Previously a direct charge by consultants to developers.
	Final Major Subdivision - Single Family and Two Family Zoning Districts	\$5,000.00	+\$40.00/Lot		To be set by resolution. Previously a direct charge by consultants to developers.
	Final Major Subdivision - All other Zoning Districts	\$5,000.00	+\$40.00/Acre		To be set by resolution. Previously a direct charge by consultants to developers.
	Minor Subdivision - Plat only	\$1,000.00	+\$10.00/Lot for residential or \$10.00/acre for non-residential		To be set by resolution. Previously a direct charge by consultants to developers.
	Minor Subdivision - With public improvements	\$5,000.00	+\$50.00/Lot for residential or \$60.00/acre for non-residential		To be set by resolution. Previously a direct charge by consultants to developers.
	Manufactured Home Park - With private drive aisles and public utilities	\$2,000.00	+\$40.00/mobile home site		To be set by resolution. Previously a direct charge by consultants to developers.
	Recreational Vehicle Park - With private drive aisles and public utilities	\$2,000.00	+\$30.00/vehicle site		To be set by resolution. Previously a direct charge by consultants to developers.
	Vacation of Right-of-Way or Easement	\$400.00			To be set by resolution. Previously a direct charge by consultants to developers.
	Site Plan Review - No public improvements	\$1,000.00	+\$10.00 per acre if over an acre		To be set by resolution. Previously a direct charge by consultants to developers.
	Site Plan Review - With public improvements	\$4,000.00	+\$80.00 per acre if over an acre		To be set by resolution. Previously a direct charge by consultants to developers.
	Revised Final Plat	\$500.00			To be set by resolution. Previously a direct charge by consultants to developers.
	Lot Line Adjustment	\$400.00			To be set by resolution. Previously a direct charge by consultants to developers.
	Easement Adjustment	\$400.00			To be set by resolution. Previously a direct charge by consultants to developers.
	Review of resubmittals in response to first round of comments	20% of initial fee			To be set by resolution. Previously a direct charge by consultants to developers.
	Review of all resubmittals after the first resubmittal	10% of intital fee			To be set by resolution. Previously a direct charge by consultants to developers.
	Modifications to Town Engineering Standards	\$500/instance			To be set by resolution. Previously a direct charge by consultants to developers.
	Specialized reports requiring outside review services - Traffic Impact Studies, Environmental Studies and others as determined by the Town	Costs as invoiced by consultant			

WATER & SEWER CAPITAL INVESTMENT FEES & RAW WATER REQUIREMENT							
CODE SECTION							RES/ORD NUMBER
13-1-40							Ordinance 06-2021
	Water Meter/ Tap Size	Water Capital Investment Fee	Meter Charges	Sewer Capital Investment Fee	Raw Water Requirement	Raw Water Requirement Cash-in-lieu	
<b>Residential</b>							
	Single-family 3/4 inch (indoor only)	TBD	N/A	TBD	TBD	TBD	To be adopted by ordinance
	Single-family 3/4 inch	TBD	N/A	TBD	TBD	TBD	To be adopted by ordinance
	Multi-family 3/4 inch - 2 inch	TBD	N/A	TBD	TBD	TBD	To be adopted by ordinance
<b>Commercial</b>							
	3/4 inch	TBD	N/A	TBD	Calculated based on expected use	Calculated based on expected use	To be adopted by ordinance
	1 inch	TBD	TBD	TBD	Calculated based on expected use	Calculated based on expected use	To be adopted by ordinance
	1 1/2 inch	TBD	TBD	TBD	Calculated based on expected use	Calculated based on expected use	To be adopted by ordinance
	2 inch	TBD	TBD	TBD	Calculated based on expected use	Calculated based on expected use	To be adopted by ordinance
	Greater than 2 inch	Calculated for peak use	Contact Town for pricing	calculated	Calculated based on expected use	Calculated based on expected use	To be adopted by ordinance
	Irrigation only meter	Capital investment for corresponding meter size above	1 inch or larger reger to meter size above	N/A	Calculated based on expected use	Calculated based on expected use	To be adopted by ordinance

IMPACT FEES & DEVELOPMENT COSTS						
CODE SECTION	DESCRIPTION		FEE		RES/ORD NUMBER	NOTES
		General Commercial	Single Family Residence	Multi - Family		
	Park		\$1,000.00	\$1.000 X Dwelling Units	Ord. No. 17-1999	
	Road	Average Daily Traffic X \$126	\$1,700.00	\$1,700 X Dwelling Units	Res. No. 22-2016	
	Library		\$250.00	\$250 X Dwelling Units	Ord. No. 17-1999	
	Trail		\$450.00	\$450 X Dwelling Units	Ord. No. 16-2014	
	Storm Drainage	\$0.33 X sq. ft. of impervious space	\$840.00	\$840 X Dwelling Units	Ord. No. 1-2017	
	Fire	\$1.31 X gross sq. ft.	\$1,480.00	\$1.480 X Dwelling Units	IGA adopted August 2019	
	School District Cash in-lieu of Land Dedication		\$1,710 (1-4 attached units)	\$855 (5 or more attached units)	Res. No. 6-2013	

BUILDING PERMIT FEES					
CODE SECTION	DESCRIPTION	FEE		RES/ORD NUMBER	NOTES
	Permit Issuance	\$25.00		Ord. No. 8-2019	
	Building Permit – Based on Valuation of Work as set by the Building Official (IBC 109.3)				
	\$1.00 - \$1,000.00	\$25.00		Ord. No. 8-2019	
	\$1,001.00 - \$25,000	\$69.25	plus \$14.00 for each additional \$1,000 or fraction thereof over \$1,000	Ord. No. 8-2019	
	\$25,001 - \$50,000	\$391.25	plus 10.10 for each additional \$1,000 or fraction thereof over \$1,000	Ord. No. 8-2019	
	\$50,001 - \$100,000	\$643.75	plus 7.00 for each additional \$1,000 or fraction thereof over \$1,000	Ord. No. 8-2019	
	\$100,001 - \$500,000	\$993.75	plus \$5.60 for each additional \$1,000 or fraction thereof over \$1,000	Ord. No. 8-2019	
	\$500,000 - \$1,000,000	\$3,233.75	plus \$4.75 for each additional \$1,000 or fraction thereof over \$1,000	Ord. No. 8-2019	
	\$1,000,000 or greater	\$5,608.75	plus \$3.15 for each additional \$1,000 or fraction thereof over \$1,000	Ord. No. 8-2019	
	Building Plan Review (Townhomes, Single- and Two Family Residential)	30% of Building Fee		Ord. No. 8-2019	
	Building Plan Review (Commercial and Multi-Family)	65% of Building Fee		Ord. No. 8-2019	
	Town Administrative Fee	10% of Building Fee		Ord. No. 8-2019	
	Electrical Fee	From State Electrical Fee Schedule		Ord. No. 8-2019	
	Furnace or AC Replacement	\$75.00		Ord. No. 8-2019	
	Water Heater Replacement	\$75.00		Ord. No. 8-2019	
	Lawn Sprinkler	\$75.00		Ord. No. 8-2019	
	Roof/Re-roof	\$75.00		Ord. No. 8-2019	
	Siding Replacement	\$75.00		Ord. No. 8-2019	
	Window Replacement	\$75.00		Ord. No. 8-2019	
	Water Service Line Inspection Fee	\$50.00		To be adopted by ordinance	Town staff currently inspects - Fee would be charged if SAFEbuilt is asked to provide inspection service
	Sewer Service Line Inspection Fee	\$50.00		To be adopted by ordinance	Town staff currently inspects - Fee would be charged if SAFEbuilt is asked to provide inspection service
	Demolition	\$50.00		Ord. No. 8-2019	
	Re-inspection/Consultation	\$75.00		Ord. No. 8-2019	
	Temporary Certificate of Occupancy (TCO)	\$150.00		Ord. No. 8-2019	
	Reactivation of Expired Permit	50% of Building Permit Fee		Ord. No. 8-2019	
	Investigation Fee	50% of Building Permit Fee		Ord. No. 8-2019	
	Inspection Outside Normal Business Hours	\$100.00 per hour (one hour minimum)		Ord. No. 8-2019	
	Rereview of Previously Approved Plans	\$75.00 per hour (one hour minimum)		Ord. No. 8-2019	
	Zoning Permit (for accessory structures less than 120 sq. ft. or fences, structures or signs otherwise not requiring a building permit)	\$30.00		Ord. No. 8-2019	
	Structural Engineering Plan Review	\$150 per hour (one hour minimum)		To be adopted by ordinance	SAFEbuilt fee for specialized service - Upon request
	Business License Inspection	\$75.00		To be adopted by ordinance	SAFEbuilt fee for specialized service - Upon request
	Mobile/Manufactured/Factory Built	\$155 – Approved Mobile Home Park	\$75 – Temporary or accessory	Res. No. 3-2011	SAFEbuilt fee for specialized service - Upon request
	Stock Model / “Same As” Plan Review	\$45 – No Changes	\$100 – Minor Changes	Res. No. 3-2011	

RECREATION FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
	Adult Kickball	\$300 per team	To be set by resolution
	Adult Softball	\$400 per team	To be set by resolution
	Adult Softball: With playoffs	\$550 per team	To be set by resolution
	Adult Softball: Tournament	\$200 per team	To be set by resolution
	Adult Volleyball	\$310 per team	To be set by resolution
	Contractor Activities	70% revenue to instructor/30% to department (price set by contractor)	To be set by resolution
	Youth Baseball: FCBC Rec	\$100 per participant	To be set by resolution
	Youth Baseball: FCBC Intermediate	\$395 per participant	To be set by resolution
	Youth Baseball: T-Ball	\$50 per participant	To be set by resolution
	Youth Baseball: Modified T-Ball	\$55 per participant	To be set by resolution
	Youth Baseball: Coach/Player Pitch	\$70 per participant	To be set by resolution
	Start Smart – All Sports	\$55 per participant	To be set by resolution
	Youth Basketball	\$60 per participant	To be set by resolution
	Youth Soccer: 5U	\$50 per participant	To be set by resolution
	Youth Soccer: 7U	\$55 per participant	To be set by resolution
	Youth Soccer: 9U, 12U, 15U	\$60 per participant	To be set by resolution
	Youth Volleyball	\$55 per participant	To be set by resolution
	Bubble Soccer	\$90 per team	To be set by resolution
	Archery Attack	\$100 per team	To be set by resolution

<b>PARKS FEES</b>			
<b>CODE SECTION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>RES/ORD NUMBER</b>
	Ball Field Rental	\$20/hour	To be set by resolution
	Field Lighting	\$30/hour	To be set by resolution
	Field Lighting: Unplanned Turn on Fee	\$30	To be set by resolution
	Deposit	\$250/rental	To be set by resolution
	NSF Fee	\$35	To be set by resolution
	Ballfield Prep – Full Service (Scarify, Drag, Chalk)	\$60 per field	To be set by resolution
	Ball Field Prep – Scarify and Drag	\$25 per field	To be set by resolution
	Ball Field Prep – Chalk	\$35 per field	To be set by resolution
	Ball Field Prep – Cocoa Mat	\$10 per field	To be set by resolution
	Ball Field Prep – Bases Only	\$20 per set	To be set by resolution
	Additional Field Prep: Full (Drag, Re-Chalk)	\$50 per prep	To be set by resolution
	Additional Field Prep: Cocoa Mat	\$10 per prep	To be set by resolution
	Additional Field Prep: Drag	\$15 per prep	To be set by resolution
	Additional Field Prep: Re-chalk	\$15 per prep	To be set by resolution
	Portable Pitching Mound	\$200 per mound	To be set by resolution
	Score Booth Rental	\$150 per day per booth	To be set by resolution
	Turf	\$20 per bag	To be set by resolution
	Green Space Rental – Half Day (4 hours)	\$100	To be set by resolution
	Green Space Rental – Full Day (8 hours)	\$200	To be set by resolution
	Tennis Court Rental – Single Court	\$15/hour	To be set by resolution
	Field Supervisor – May be required	\$20/hour	To be set by resolution
	Tournament Rental Cancellation – 1 week in advance	\$250 (deposit kept)	To be set by resolution
	Tournament Rental Cancellation – 2 weeks in advance	\$50	To be set by resolution
	Portable Goals	\$20 per goal	To be set by resolution
	Pickle Ball Nets	\$20 per day per net	To be set by resolution
	Pickle Ball Set	\$50 per day per set	To be set by resolution
	Memorial Bench	\$750	To be set by resolution

SPECIAL EVENT FEES				
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER	NOTES
	Application Fee	\$25.00	Res. 11-2019	
	Annual Vendor Fee	\$25.00	Res. 11-2020	
	Daily Park Rental (Excluding Sports Fields)	\$200.00	Res. 11-2021	currently \$100
	Fencing (maximum 1,300 feet of fencing)	\$480.00	Res. 11-2021	
	Electric Distribution Panel for Temporary Power (per day)	\$50.00	Res. 11-2021	
	Refundable Deposit	\$250.00	Res. 11-2021	

MISCELLANEOUS FEES				
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER	NOTES
13-1-90(c)	NSF Fee - Utility bills	\$20.00	Ord. 15-2020	
	Fee for Code Books	Actual Cost		
	Fees for Special Meetings	\$200.00	Res. 1-2008	
	Public Tow Hearing Cost	\$25.00	Res. 1-2008	
	Snow Removal	Abatement Procedure		
	Leeper Center Rental – Individual	\$25.00 Per Hour + \$100.00 Deposit	Res. 6-2007	
	Leeper Center Rental – Non-Profit	\$15.00 Per Hour (Deposit Waived)	Res. 6-2007	
	Centennial Conference Room Rental - Individual	\$25.00 Per Hour + \$100.00 Deposit		new conference room
	Centennial Conference Room Rental - Non-Profit	\$15.00 Per Hour (Deposit Waived)		new conference room
	VIN Verification	\$20.00		Pass through cost to LCSO
	Nuisance Abatement	Actual cost of abatement + 10%		Res. No. 12-1998 (\$47.50 per hour to abate)
	CORA requests	First hour free every subsequent hour is \$30 per hour		charge per state statute
	Copies	\$0.25 per page		



## **Board of Trustees Meeting**

**Date:** November 8, 2022

**Subject:** Ordinance No. 18-2022 - An Ordinance Adopting the Budget for the Town of Wellington, Colorado for the Calendar Year Beginning the 1st Day of January, 2023 and Ending the Last Day of December 2023; Estimating the Amount of Money Necessary to be Raised by Tax Levy Based on the Said Budget so Adopted; Estimating the Amount of Money to be Derived from other Revenue Sources, Setting Forth Estimated Expenditures for Each

- **Presentation:** Charity Campfield, Finance Director

### **BACKGROUND / DISCUSSION**

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The 2023 Town of Wellington Draft Budget has been presented to the Finance Committee and the Board in work sessions on September 13, 2022, September 20, 2022, and September 27, 2022. The draft budget was presented to the Trustees on October 11, 2022 to meet the statutory requirements and provided public comment. The budget BooNanza presentation was held on October 18, 2022.

### **STAFF RECOMMENDATION**

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#### Motion Options:

- Motion to approve Ordinance No.18-2022 as proposed.
- Move to approve Ordinance No.18-2022 with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of Ordinance No.18-2022 and provide guidance to staff as to requested modifications.
- Move to deny Ordinance No.18-2022.

### **ATTACHMENTS**

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1. Board Budget Power Point
2. Final Budget Binder
3. Ordinance 18-2022 - Budget Adoption

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# Wellington Budget FY 2023





## General Fund Overview

- Revenues were projected very conservatively
- The projected ending fund balance for FY 2022 is \$5,046,865
- The reserve policy requires that the general fund has a balance of \$1,410,411
- The budgeted expenditures for 2022 were \$10,037,012
- The budgeted expenditures for 2023 are \$5,641,644 (43% decrease)
- The 2022 budget had an available balance of -\$4,107. The 2023 budget is expecting an available balance of -\$154,634



## Park Fund Overview

- The projected ending fund balance for FY 2022 is \$1,586,174
- The reserve policy requires that the park fund has a balance of \$390,958
- The budgeted expenditures for 2022 were \$2,753,742
- The budgeted expenditures for 2023 are \$1,563,835 (43% decrease)
- The 2022 budget had an available balance of -\$1,727,692. The 2023 budget is expecting an available balance of -\$131,422



## Street Fund Overview

- The projected ending fund balance for FY 2022 is \$3,902,205
- The reserve policy requires that the street fund has a balance of \$622,733
- The budgeted expenditures for 2022 were \$2,989,090
- The budgeted expenditures for 2023 are \$2,490,934 (16% decrease)
- The 2022 budget had an available balance of \$407,960. The 2023 budget is expecting an available balance of -\$8,953.



## Drainage Fund Overview

- The projected ending fund balance for FY 2022 is \$1,259,270
- The reserve policy requires that the drainage fund has a balance of \$266,972
- The budgeted expenditures for 2022 were \$660,165
- The budgeted expenditures for 2023 are \$1,067,889 (61% increase)
- The biggest increase in expenditures for this year are the B-Dam improvements
- The 2022 budget had an available balance of -\$229,465. The 2023 budget is expecting an available balance of -\$222,265



## Water Fund Overview

- The projected ending fund balance for FY 2022 is \$21,716,410
- The reserve policy requires that the water fund has a balance of \$1,607,869
- The budgeted expenditures for 2022 were \$19,829,735
- The budgeted expenditures for 2023 are \$25,285,905 (27% increase)
- The biggest increase in expenditures for this year is the Water Treatment Plant project
- The 2022 budget had an available balance of \$577,059. The 2023 budget is expecting an available balance of -\$5,643,890



## Sewer Fund Overview

- The projected ending fund balance for FY 2022 is \$6,737,025
- The reserve policy requires that the sewer fund has a balance of \$546,401
- The budgeted expenditures for 2022 were \$16,514,384
- The budgeted expenditures for 2023 are \$29,285,905 (77% increase)
- The biggest increase in expenditures for this year is the Wastewater Treatment Plant project
- The 2022 budget had an available balance of -\$381,530. The 2023 budget is expecting an available balance of -\$1,583,983



GENERAL OPERATING REVENUES  
AND  
CIP

			2020	2021	2022 Budget	Amended 2022	2023	2024	2025	2026	2027	
201-01-3110	Property Tax			\$ 1,520,617	\$ 1,653,374	\$ 1,653,374	\$ 1,681,506	\$ 1,933,732	\$ 2,030,418	\$ 2,131,939	\$ 2,451,730	
201-01-3130	Sales Tax				\$ 2,134,069	\$ 2,373,177	\$ 2,467,524	\$ 2,566,225	\$ 2,668,874	\$ 2,775,629	\$ 2,886,654	
201-01-3140	Bldg Material Use Tax			\$ 497,730	\$ 390,000	\$ 390,000	\$ 347,160	\$ 537,000	\$ 631,200	\$ 662,760	\$ 695,898	
201-01-3135	Severance Taxes/Mineral Lease		42,538	\$ 12,628	\$ 42,538	\$ 69,551	\$ 75,000	\$ 60,000	\$ 45,000	\$ 45,000	\$ 45,000	
201-03-3160,3170,3180,3190	Franchise Fees				\$ 199,400	\$ 199,400	\$ 209,520	\$ 217,092	\$ 224,948	\$ 233,102	\$ 241,562	
201-02-3155,201-02-3430,201-02-3435,201-02-3462	Misc Bldg Permits				\$ 28,300	\$ 28,300	\$ 30,000	\$ 35,000	\$ 40,000	\$ 42,000	\$ 44,000	
201-02-3450	Bldg Inspect Fees					\$ 420,000	\$ 480,600	\$ 680,000	\$ 784,000	\$ 799,680	\$ 815,674	
201-04-3220,3210	Bldg Admin Fee					\$ 40,000	\$ 53,000	\$ 70,000	\$ 78,000	\$ 81,900	\$ 85,995	
201-05-3420,3510	Business Licenses, includes Liquor				\$ 18,700	\$ 18,700	\$ 18,700	\$ 18,700	\$ 18,700	\$ 18,700	\$ 18,700	
	Land Use Fees				\$ 16,000	\$ 16,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	
	Court Fines				\$ 4,500	\$ 4,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
	Misc Other Revenues				\$ 24,900	\$ 37,453	\$ 39,500	\$ 33,700	\$ 33,700	\$ 33,700	\$ 33,700	
these round up to Misc Revenues	LCSD Admin				\$ 500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
	Cemetery				\$ 7,200	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	
	Library Fines				\$ 9,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
	Investment Earnings				\$ 5,000	\$ 20,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	
	Real Misc				\$ 3,200	\$ 4,953	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
	Grants:				\$ -	\$ -						
	Indirect/Overhead Charges				\$ 3,100,732	\$ 3,100,732	\$ -					
	Total Revenue				\$ 7,637,413	\$ 8,388,640	\$ 5,487,010	\$ 6,235,949	\$ 6,639,341	\$ 6,908,910	\$ 7,403,414	
	Less: Operating Costs WITHOUT SALARY COSTS THAT ARE DIRECTLY CHARGED TO DEPARTMENTS				\$ (8,350,912)		\$ (5,436,644)	\$ (5,762,843)	\$ (6,108,613)	\$ (6,475,130)	\$ (6,863,638)	
	Less: CIP					\$ (350,000)	\$ (205,000)	\$ (275,000)	\$ (95,000)	\$ (445,000)	\$ (1,020,000)	
	Available for Future Use						\$ (154,634)	\$ 198,106	\$ 435,728	\$ (11,220)	\$ (480,224)	

GENERAL OPERATING REVENUES  
AND  
CIP

Capital Expenditures												
Equipment:		Prior Yr Cost	2021 Actual	2022 Budget	2022 Amendments	Amended 2022	2023	2024	2025	2026	2027	2023 CIP TOTAL
Acct Number	Capital Projects:											
211-80-4000	Downtown Master Plan (aka Downtown Area Study)	-		\$ 85,000			\$ -	\$ 25,000	\$ 60,000			\$ 85,000
211-80-4001	3749 Harrison Exo & Prop Acquistion	1,241,257		\$ 1,050,000	\$ (700,000)	\$ 350,000						\$ -
	ADA Lift in Municipal Services Bldg						\$ 40,000					\$ 40,000
211-80-4002	Comprehensive Plan/Land Use Needs Assessment	123,142	\$ 56,858	\$ 20,000								\$ -
211-80-4003	Phase I Space Needs Assessment/Future Facility Needs	32,000										\$ -
211-80-4003	Phase II Design							\$ 150,000				\$ 150,000
211-80-4003	Phase III Construction of Facility									\$ 350,000	\$ 1,000,000	\$ 1,350,000
211-80-4004	Economic Development Strategic Plan Update	-						\$ 80,000				\$ 80,000
211-80-4005	Recreation Center feasibility study	-							\$ 50,000			\$ 50,000
	Housing Needs Assessment and Strategy Development						\$ 70,000					\$ 70,000
	Transportation Master Plan											\$ -
211-80-4054	Tract F	-		\$ 230,000			\$ 75,000					\$ 75,000

GENERAL OPERATING REVENUES  
AND  
CIP

	ADA community improvements						\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
211-80-4071	Seal Roofing at Leeper Center			\$ 12,500								\$ -
211-80-4072	Shared Parking Lot			\$ 150,000	\$ (150,000)							\$ -
211-80-4073	Facility HVAC Improvements			\$ 38,000								\$ -
211-80-4074	Point to Point Wireless Network			\$ 100,000	\$ (100,000)							\$ -
	Sixth Street Electric Distribution Undergrounding and Street Lights Bonfire Subdivision - DA									\$ 75,000		\$ 75,000
Total Capital Equipment and Projects		1,396,399	56,858	1,685,500	(950,000)	350,000	205,000	275,000	130,000	445,000	1,020,000	\$ 2,075,000

LEGISLATIVE		12/31/2021		2023 Budget	2022/2023	2022/2023	Notes
Account number	Description	2021 Actual	2022 Budget		\$ CHANGE	% CHANGE	
201-11-5102	Benefits	\$ 803	\$ 859	\$ 859	\$ -	0.0%	
201-11-5107	Official Compensation	\$ 10,100	\$ 10,800	\$ 10,800	\$ -	0.0%	No change here
201-11-5192	CAC	-	\$ 35,160	\$ 40,430	\$ 5,270	15.0%	Draft #; for BOT consideration
201-11-5331	Publishing and Legal	\$ 3,132	\$ 1,500	\$ 1,700	\$ 200	13.3%	
201-11-5335	Dues and Subscriptions	\$ 1,733	\$ 2,500	\$ 4,058	\$ 1,558	62.3%	DCI \$475; CML \$1,820; Chamber \$2,000
201-11-5352	Muni Legal Services	-	\$ -	\$ 35,000	\$ 35,000	35000.0%	For BOT legal expenses; allocate legal expenses between Administration and Policy
201-11-5356	Professional Services	-	\$ 10,000		\$ (10,000)	-100.0%	
201-11-5363	R&M Computer/Office Equip	-	\$ 6,000	\$ -	\$ (6,000)	-100.0%	Computers will need to be purchased for new BOT in 2024
201-11-5380	Professional Development	\$ 4,561	\$ 10,000	\$ 10,000	\$ -	0.0%	Primarily CML
201-11-5414	Election Expenses	\$ 24,994	-	\$ -	\$ -	0.0%	
201-11-5530	Code Review and Update	\$ 5,112	-	\$ -	\$ -	0.0%	
201-11-5950	Fireworks	\$ 80,945	\$ 107,500	\$ 51,407	\$ (56,093)	-52.2%	
201-11-5951	Board Discretionary Fund	\$ 3,091	\$ 61,500	\$ 20,000	\$ (41,500)	-67.5%	Includes the 4th of July Fireworks
201-11-5952	Hug Grant		\$ 6,000	\$ 12,000	\$ 6,000	100.0%	
<b>TOTAL</b>		<b>\$ 134,472</b>	<b>\$ 251,819</b>	<b>\$ 186,254</b>	<b>\$ (71,565)</b>	<b>-28.4%</b>	

main street is going to come in  
 eagles after hour \$5000  
 no request from Boys and Girls Club  
 fireworks in Board Discretionary Fund ~ 51,000  
 CML dues halved 1820

ADMINISTRATION Account number	Description	UNAUDITED 2021 Actual	2022 Budget	2023 Budget	2022/2023 \$ Change	2022/2023 % Change	Notes
201-13-5100	Wages & Salaries	\$ 395,087	\$ 475,937	\$	\$ 46,132	8.8%	
	General Fund			\$ 313,810	\$ -		
	Water Fund			\$ 65,200	\$ -		
	Sewer			\$ 65,200	\$ -		
	Drainage			\$ 5,641	\$ -		
	Streets			\$ 23,438	\$ -		
	Parks			\$ 69,702	\$ -		
				\$ -			
201-13-5102	Benefits	\$ 79,304	\$ 112,354	\$	\$ 7,972	6.6%	
	General Fund			\$ 73,655	\$ -		
	Water Fund			\$ 14,268	\$ -		
	Sewer			\$ 14,268	\$ -		
	Drainage			\$ 966	\$ -		
	Streets			\$ 4,828	\$ -		
	Parks			\$ 12,341	\$ -		
				\$ -			
201-13-5214	Office supplies	-	\$ 1,500	\$ 1,500	\$ -	0.0%	
201-13-5331	Publishing & Legal Notices	\$ 240	\$ 1,000	\$ -	\$ (1,000)		All are consolidated in the Clerk Dept
201-13-5335	Dues & Subscriptions	\$ 10,227	\$ 8,500	\$ 8,500	\$ -	0.0%	ICMA, CCMA, UPSTATE, Eco Devo, DCI
201-13-5336	Community Outreach	\$ 806	\$ 2,500	\$ 2,500	\$ -	0.0%	Food for public meetings / translation for public meetings
201-13-5352	Legal Services	\$ 85,335	\$ 100,000	\$ 65,000	\$ (35,000)		Move 35K to Legislative
201-13-5356	Professional Fees	\$ 12,925	\$ 15,000	\$ 30,000	\$ 15,000	100.0%	Facilitator, survey
201-13-5363	R&M Computer/Office Equip	\$ 51,632	\$ 13,800	\$ 5,000	\$ (8,800)	-63.8%	
201-13-5380	Professional Development	\$ 716	\$ 8,000	\$ 11,645	\$ 3,645	45.6%	ICMA x 3;CCCMA x 2; CML x 1; State and local CML and marketing trainings
201-13-5496	Community Relations	\$ 829	\$ 6,500	\$ 11,646	\$ 5,146	79.2%	This budget is for items required for marketing, public outreach, etc.
201-13-5903	Main Street Grants/ARPA	-	\$ 569,627				Spending entire grant in 2022
201-13-5933	Senior Bus	-	\$ 6,000	\$ 8,000	\$ 2,000	33.3%	
	<b>TOTALS without Grant</b>	<b>\$ 637,101</b>	<b>\$ 751,091</b>	<b>\$ 807,107</b>	<b>\$ 35,095</b>	<b>4.7%</b>	Without Salaries, the costs increase by 15,991
	<b>With Grant</b>		<b>\$ 1,320,718</b>				

<b>JUDICIAL</b>		12/31/2021	12/31/2022	2023 Budget	2022/2023	2022/2023	Notes
Account number	Description	2021 Actual	2022 Budget		\$ Change	% Change	
201-12-5100	Salaries	-	-	11,161	\$ 11,161		20% of the GF Clerk Admin Position is dedicated to the Court
201-12-5102	Benefits			2,987	\$ 2,987		20% of the Clerk Admin Position is dedicated to the Court
201-12-5109	Magistrate	4,500	9,000	9,000	\$ -	0.0%	
201-12-5214	Office Supplies	232	2,500	1,000	\$ (1,500)	-60.0%	
201-12-5359	Prosecuting Attorney	4,199	7,500	8,250	\$ 750	10.0%	10% Increase as the number of tickets being written have increased in 2022.
201-12-5380	Professional Development	124	1,000	1,500	\$ 500	50.0%	CAMCA & CMJA Annual Membership, CAMCA Conference, CAMCA & CMJA PDO
201-12-5394	Jury Fees	-	-	1,000	\$ 1,000		Judge recommended this be budgeted as it is unknown if a jury trial will be needed.
201-12-5498	Court Appointed Counsel	225	1,000	1,000	\$ -		
201-12-5499	Translator Fees	-	250	500	\$ 250	100.0%	Translator fees range between \$30-\$70/hour
<b>TOTALS</b>		<b>9,280</b>	<b>21,250</b>	<b>36,398</b>	<b>\$ 15,148</b>	<b>71.3%</b>	82% of this change is because we are correctly allocating the admin costs Without this allocation the increase is \$2,500 or 12%

CLERK		12/31/2021	12/31/2022	2023 Budget	2022/2023	2022/2023	Notes
Account number		2021 Actual	2022 Budget		\$ Change	% Change	
201-15-5100	Wages & Salaries	\$ 130,275	\$ 137,769		\$ 4,961	3.6%	Total Salaries = \$139379.60; this excludes the 20% charged to the Judicial Budget Comparing 2022 budget to 2023 total salaries = 151,111
	General Fund			\$ 113,755			
	Water Fund			\$ 13,410			
	Sewer Fund			\$ 13,410			
	Drainage			\$ 1,008			
	Street			\$ 3,558			
	Park			\$ 1,543			Total benefits are \$46,620 w/ the 20% moved to Judicial Budget. It reduces with a personnel change
201-15-5102	Benefits	\$ 52,276	\$ 58,120		\$ (11,502)	-19.8%	
	General Fund			\$ 36,011			
	Water Fund			\$ 4,351			
	Sewer Fund			\$ 4,351			
	Drainage			\$ 304			
	Street			\$ 1,105			Eliminated bottled water; reorganized to ensure every department pays for its own supplies; in 2021 there was coding for the bldg supplies in the Clerk budget
	Park			\$ 496			
201-15-5214	Office Supplies	\$ 11,282	\$ 1,500	\$ 1,500	\$ (9,782)	-652.1%	
201-15-5331	Publishing Legal Notices	\$ -	\$ -	\$ 3,500	\$ 3,500		
201-15-5335	Dues & Subscriptions	\$ 2,186	\$ 500	\$ 826	\$ (1,360)	-272.0%	
201-15-5356	Professional Services	-	\$ 27,000	\$ 4,000	\$ (23,000)	-85.2%	
201-15-5363	R&M Computer/Office Equi	\$ 10,205	\$ 5,000	\$ 5,000	\$ -	0.0%	2022 Records Management System; 2022 recodification of Land Use Code; 2023 \$4,000 for records system annual cost first year and then evaluate future No scanning \$\$\$
201-15-5380	Professional Development	\$ 1,694	\$ 5,000	\$ 5,000	\$ 3,306	66.1%	2022 laptop for front desk; 2023 equipment replacement IIMC conference x 1; CMCA conference x 2; webinars & records mgmt training

201-15-5381	Mileage Reimbursement	-	\$	300						elections are held in even numbered years in April
201-15-5414	Election Expenses	-	\$	32,000	\$ -	\$ -	\$ -			
201-15-5495	Miscellaneous	\$ 137	\$	-						
201-15-5530	Code Review and Update	-	\$	5,000	\$ 5,000	\$ 5,000				Updating of MuniCode
201-15-5948	Employee Apparel	\$ 1,215		-						
	TOTAL	\$ 209,271	\$	272,189	\$ 218,277	\$ (28,877)	-10.6%			One time purchase of RMS; lower office supplies; change in personnel impacts total budget



FINANCE		12/31/2021	12/31/2022	2023 Budget	2022/2023	2022/2023	Notes
Account number		2021 Actual	2022 Budget		\$ Change	% Change	
201-14-5100	Wages & Salaries	\$ 363,703	\$ 388,812		\$ (26,712)	-6.9%	The new salaries total = 362,100; Assume all positions will be filled throughout the year
	General			\$ 98,291			
	Water			\$ 81,327			
	Sewer			\$ 81,327			
	Drainage			\$ 13,570			
	Streets			\$ 26,600			
	Parks			\$ 13,570			
201-14-5102	Benefits	\$ 120,549	\$ 133,062		\$ 33,461	25.1%	Positions area currenty vacant and benefits are budgeted at the highest assumption - PPO full family.
	General			\$ 37,605			\$ 120,913.60
	Water			\$ 31,634			\$ -
	Sewer			\$ 31,634			
	Drainage			\$ 4,982			\$ 83,309.08
	Streets			\$ 10,077			
	Parks			\$ 4,982			
201-14-5214	Office supplies	-	\$ 1,500	\$ 1,500	\$ -	0.0%	
201-14-5311	Postage	\$ 2,548	\$ 2,400	\$ 1,000	\$ (1,400)	-58.3%	All postage to date has been assigned to Finance - working on a way to appropriately allocate costs. This cost = organizational costs, including utility bills
201-14-5321	Printing Services	\$ 31,837	\$ 40,000	\$ -	\$ (40,000)	-100.0%	This is the cost of printing the utility bills and will be allocated to the utilities. We want to capture the cost. More customers are going on electronic bills which lowers printing costs.
201-14-5335	Dues & Subscriptions	\$ 1,244	\$ 2,000	\$ 1,200	\$ (800)	-40.0%	2 GFOA memberships and 3 CGFOA memberships; possibly a couple others after organization becomes more professional
201-14-5353	Accounting & Auditing	\$ 27,636	\$ 30,000	\$ 45,000	\$ 15,000	50.0%	Cost for annual town audit. (Should be split between the funds) Due to significant staff changes the next audit will be a merged one between 2021 and 2022
201-14-5356	Professional Services	-	\$ 2,000		\$ (2,000)	-100.0%	

201-14-5363	R&M Computer/Office Equip	\$	2,493	\$	6,000	\$	6,000	\$	-	0.0%	The UB coordinator computer, the AP computer all need replaced	
201-14-5378	Office Space Rental		-	\$	1,200			\$	(1,200)	-100.0%	Not certain what this was; not spending it	
201-14-5380	Professional Development	\$	3,744	\$	10,000	\$	10,000	\$	-	0.0%	GFOA conferences x 2; CGFOA conference x 4; Caselle conference x 3	
201-14-5381	mileage reimbursement	\$	-	\$	-	\$	200	\$	200		Day to day mileage	
201-14-5510	Insurance & Bonds	\$	121,980	\$	160,000	\$	170,000	\$	10,000	6.3%	CIRSA payment is currently coming from this line item. 2023 work program to realign this with other departments and Funds.	
201-14-5560	County Treas Fees	\$	29,813	\$	60,000	\$	60,000	\$	-	0.0%	There is no information this will change; 2023 work program is to understand the allocation of the costs	
201-14-5640	Paying Agent Fees	\$	250	\$	250	\$	-	\$	(250)	-100.0%	These were inappropriately assigned to the GF; these are fees associated with the utility bonds	
201-14-5903	Hardship Utility Grant	\$	6,300	\$	6,000					0.0%	Move to Legislative budget	
201-14-5950	Document Shredding	\$	252	\$	200	\$	200	\$	(200)	\$	-	Move to Clerk budget
TOTALS		\$	712,349	\$	843,424	\$	730,699	\$	(13,901)	-1.6%		

HUMAN RESOURCES		12/31/2021	12/31/2022	2023 Budget	2022/2023	2022/2024		
Account number		2021 Actual	2022 Budget		\$ CHANGE	\$ CHANGE		
201-16-5100	Wages & Salaries	124,042	117,924		\$	12,020	10.2%	Total salaries are \$130758.50
	General Fund			40,404				
	Water Fund			28,283				
	Sewer Fund			28,283				
	Drainage			1,347				
	Street			13,468				
	Park			22,896				
201-16-5102	Benefits	25,578	30,298		\$	6,072	20.0%	Total benefits are \$36,370
	General Fund			13,420				
	Water Fund			6,874				
	Sewer Fund			6,147				
	Drainage			982				
	Street			4,219				
	Park			4,728				
201-16-5103	Temporary Services	-	10,000	10,000	\$	-	0.0%	Consolidation of Front Desk for temp needs
201-16-5214	Office Supplies	-	1,500	1,500		0%	0%	
201-16-5226	Executive Search		-	25,000	\$	25,000		Was not budgeted in 2022; generally assume 1 loss a year
201-16-5335	Dues & Subscriptions	6,088	-	8,000	\$	8,000		
201-16-5356	Professional Fees	1,257	20,000	3,000	\$	(17,000)	-85.0%	Employers Council membership. 2023 budget for HRIS system -- delayed full cost; will not be installed until late 2023
201-16-5380	Professional Development	3,954	15,000	12,000	\$	(3,000)	-20.0%	
201-16-5580	Employee Drug Testing	1,428	2,000	2,500	\$	500	25.0%	Asked for \$500 more; more seasonal costs
201-16-5582	Employee Relations Committee	6,494	20,000	15,000	\$	(5,000)	-25.0%	
201-16-5583	Background Check	2,254	2,500	3,000	\$	500	20.0%	Asked for \$500 more due to seasonal employees
201-16-5948	Employee Apparel	1,806	5,100	2,000	\$	(3,100)	-60.8%	
201-16-5949	Employee Advertising	17,258	10,000	3,500	\$	(6,500)	-65.0%	Significantly dropped; leaning more on free advertising (CML, etc.); we will use this budget for specific strategies with Indeed
201-16-5363	R&M Office Equipment				\$	-	0.0%	
TOTAL		190,159	234,322	256,551		17,492	7.5%	Executive Search comprises 77% of this total

INFORMATION TECHNOLOGY		12/31/2021		2023 Budget	2022/2023	2022/2023	Notes
Account number		2021 Actual	2022 Budget		\$ Changes	% Changes	
201-17-5100	Wages & Salaries	\$ 15,430	\$ 56,216		\$ 2,891	5.14%	
	General Fund			\$ 33,650			
	Water Fund			\$ 15,108			
	Sewer Fund			\$ 15,108			
	Drainage			\$ 687			
	Street			\$ 687			
	Park			\$ 3,434			
201-17-5102	Benefits	\$ 3,747	\$ 17,728		\$ 2,103	11.9%	
	General Fund			\$ 7,318			
	Water Fund			\$ 3,748			
	Sewer Fund			\$ 3,351			
	Drainage			\$ 535			
	Street			\$ 2,300			
	Park			\$ 2,579			
201-17-5214	Office Supplies	-	\$ 1,500	\$ 1,500	\$ -	0.0%	
201-17-5345	Telephone Services	\$ 63,852	\$ 54,862	\$ 66,650	\$ 11,788	21.5%	Assume we will return to 2021 actual amount; added Library costs into this line item
201-17-5380	Professional Development	-	\$ 1,500	\$ 1,500	\$ -	0.0%	Colorado Government Info Tech Association conference; webinars throughout the year
201-17-5382	Network Admin	-	\$ 6,000	\$ -	\$ (6,000)	-100.0%	
201-17-5384	Internet Services	\$ 4,379	\$ 43,888	\$ 45,500	\$ 1,612	3.7%	Monthly - MSB - \$2800, PW - \$650, Leeper - \$109, WTP - \$95, WRF - \$125
201-17-5579	Software License/Support	\$ 144,518	\$ 143,800	\$ 158,180	\$ 14,380	10.0%	Added 10% for 2023 Lewan contact and software the town uses. Lewan (\$51,600), Caselle, Adobe, MS, NEO Track Gov Connection
201-17-5585	Website Maintenance	\$ 12,363	\$ 9,548	\$ 12,000	\$ 2,452	25.7%	Put in 2021 actual
201-17-5947	Copier Expense	\$ 5,722	\$ 6,000	\$ 6,000	\$ -	0.0%	
<b>TOTAL</b>		<b>\$ 250,012</b>	<b>\$ 341,042</b>	<b>\$ 379,835</b>	<b>\$ 29,226</b>	<b>8.6%</b>	

LIBRARY Account number	Depart/Divison		UNAUDITED		2022/2023 \$ Change	2022/2023 % Change	Notes
			2021 Actual	2022 Budget	2023 Budget		
201-55-5100	Library	Wages & Salaries	\$ 194,913	\$ 239,263	\$ 276,471	\$ 37,208	15.6%
201-55-5102	Library	Benefits	\$ 39,368	\$ 64,734	\$ 68,927	\$ 4,193	6.5%
201-55-5101		Seasonal			\$ 5,000	\$ 5,000	
201-55-5214	Library	Office Supplies	\$ 9,486	\$ 9,000	\$ 9,000	\$ -	0.0%
201-55-5311	Library	Postage	\$ 5	\$ 200	\$ 200	\$ -	0.0%
201-55-5321	Library	Printing Services	-	\$ 1,000	\$ 1,000	\$ -	0.0%
201-55-5331	Library	Publishing & Legal Notices	-	\$ 700	\$ 700	\$ -	0.0%
201-55-5333	Library	Dues	-	\$ 200	\$ 200	\$ -	0.0%
201-55-5335	Library	Subscriptions	\$ 3	\$ 2,000	\$ -	\$ (2,000)	
201-55-5337	Library	Programs	\$ 1,149	\$ 5,000	\$ 5,000	\$ -	0.0%
201-55-5345	Library	Telephone Services	-	\$ 1,650	\$ -	\$ (1,650)	-100.0%
201-55-5347	Library	Story Time Supplies	\$ 81	\$ 200	\$ 200	\$ -	0.0%
201-55-5363	Library	R&M Computer/Office Equip	\$ 469	\$ 750			
201-55-5380	Library	Professional Development	\$ 260	\$ 1,250	\$ 1,600	\$ 350	28.0%
201-55-5384	Library	Internet Services	\$ 1,334	\$ 2,000	\$ 2,000	\$ -	0.0%
201-55-5387	Library	Special Event Supplies	\$ 119	\$ 375	\$ 375	\$ -	0.0%
201-55-5579	Library	Software License/Support	\$ 305	\$ 7,460	\$ 8,500	\$ 1,040	13.9%
201-55-5792	Library	Multi Media	\$ 1,852	\$ 3,500	\$ 3,500	\$ -	0.0%
201-55-5793	Library	E-Books Subscription/Misc	\$ 4,550	\$ 5,500	\$ 5,500	\$ -	0.0%
201-55-5900	Library	Library Books	\$ 16,888	\$ 18,000	\$ 18,000	\$ -	0.0%
201-55-5901	Library	Library Shelving & Furnishings	\$ 1,795	\$ 2,000	\$ 2,000	\$ -	0.0%
201-55-5902	Library	Courier Service	\$ 1,291	\$ 1,500	\$ 2,500	\$ 1,000	66.7%
201-55-5903	Library	Grants	\$ 6,292	\$ 11,000	\$ 11,000	\$ -	0.0%
TOTALS			\$ 280,159	\$ 377,282	\$ 421,673	\$ 45,141	10.7%
201-00-2045		Youth Council Discretionary FUND					
		DONATIONS			\$ 5,000		
		YOUTH BOARD DIRECTED			\$ (5,000)		

Costs for Wellington 2023

	SGT	CPL	DEPUTIES (6)	DESK DEPUTY	SRO***	INVEST (.5)	OTHER	TOTAL	Additional Community Impact Deputy	Additional CPL	Total w/new positions
Salary (Wages + Full Benefits)	151,890	136,716	764,598	117,286	76,422	68,358	-	1,315,270	127,433	136,716	1,579,419
Overtime	5,000	5,000	30,000	500	5,000	2,000	-	47,500	5,000	5,000	57,500
Vehicle – Full equipped w/o radio	-	-	-	-	-	-	-	0	59,930	59,930	119,860
Vehicle Lease (fuel, maintenance, etc)	10,731	10,766	64,681	-	5,517	5,383	-	97,079	10,780	10,766	118,625
Equipment/Clothing	-	-	-	-	-	-	-	0	11,562	11,562	23,124
Equipment Replacement Cost	4,406	4,406	26,437	4,406	2,203	1,959	-	43,818	4,406	3,918	52,143
Administrative Costs (Computer, Network, Cell phone, etc.)	3,973	3,973	23,838	2,799	1,987	1,908	744	39,222	3,973	3,973	47,168
LCSO Overhead Costs	4,983	4,983	29,897	4,983	2,491	2,491		49,828	4,983	4,983	59,794
LCSO Insurance Costs	4,659	4,659	27,951	4,659	2,329	2,329		46,585	4,659	4,659	55,902
Office Space	-		-	-	-	-	480	480			480
Copy Machine Rental	-	-	-	-	-	-	2,480	2,480			2,480
Bicycle Maintenance	-	-	-	-	-	-	300	300			300
Plus factor of 3% to cover unknown	-	-	-	-	-	-	-	0	6,982	7,245	14,227
*Larimer County Indirect cost (10.84% of salary and benefits)	16,465	14,820	82,882	12,714	8,284	7,410	0	142,575	13,814	14,820	171,209
Total with Larimer County Indirect Costs	202,106	185,323	1,050,285	147,346	104,234	91,839	4,004	1,785,138	253,521	263,572	2,302,231

\* Larimer County 2023 indirect costs are currently 10.84% of salary and benefits. All indirect costs go back to Larimer County.

Equipment replacement costs include cost of Axon (Body worn cameras)

Quarterly Payments		Quarterly Payments	
Jan – Mar	\$446,284.41	Jan – Mar	\$575,557.79
Apr - June	\$446,284.41	Apr - June	\$575,557.79
July – Sept	\$446,284.41	July – Sept	\$575,557.79
Oct – Dec	\$446,284.41	Oct – Dec	\$575,557.79

\*\*\* This cost is Wellington's share of the SRO position. Poudre School District covers 50% of the costs for the SRO for the School year. Wellington covers the other half, plus the cost for the summer months.

# PLANNING

Account number

		12/31/2021		2022/2023		2022/2023	Notes
		2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change	
201-18-5100	Wages & Salaries	\$ 297,759	\$ 468,669		\$ 39,267	8.4%	
	General			\$ 380,906			
	Water			\$ 25,467			
	Sewer			\$ 25,467			
	Drainage			\$ 14,652			
	Streets			\$ 28,225			
	Parks			\$ 36,803			
201-18-5102	Benefits	\$ 88,158	\$ 145,559		\$ (3,705)	-2.5%	
	General			\$ 101,007			
	Water			\$ 7,841			
	Sewer			\$ 7,841			
	Drainage			\$ 4,395			
	Streets			\$ 9,210			
	Parks			\$ 11,560			
201-18-5214	Office Supplies	\$ 3,424	\$ 7,500	\$ 1,000	\$ (6,500)	-86.7%	Prior years included office supplies and paper products for the Town Hall Annex and Green House, as well as office furniture for new position hires. Office supplies have consolidated due to moving staff to Municipal Services Building.
201-18-5231	Fuel, Oil, & Grease	\$ 6,802	\$ 6,500	\$ 6,500	\$ -	0.0%	The is a consolidation of Protective Services into Planning and it is only for vehicle gas. All other vehicle maintenance costs go to the Fleet budget for Town owned vehicles.
201-18-5233	Vehicle R&M			\$ 3,000			Planning has 2 vehicles that need fleet maintenance
201-18-5331	Recording & Legal Publishing	\$ 2,016	\$ 2,500	\$ 2,500	\$ -	0.0%	Based on historic and anticipation of upcoming development-related notices. Funding needs can fluctuate depending on the number and type of development requests.
201-18-5335	Dues & Subscriptions	\$ 1,064	\$ 1,603	\$ 1,996	\$ 393	24.5%	New staff members with new credentials and professional associations - Shown as expected collection of permit fees, based on reduction of new housing permits from previous years.
201-18-5350	Building & Inspection Fees	\$ 356,426	\$ 350,000	\$ 272,900	\$ (77,100)	-22.0%	- A portion of building permit fees are paid to SAFEbuilt (shown here as expenditures) and a portion is kept by the Town (in revenues section of budget).
201-18-5352	Legal Services	\$ 855	-	\$ -	\$ -	0.0%	
201-18-5354	Reimbursable Legal Services	\$ 1,072	-		\$ -	0.0%	If we use these, they will be a pass through to the client
201-18-5355	Reimbursable Services	\$ 9,032	\$ 40,000	\$ 40,000	\$ -	0.0%	Pass-through for Town expenditures related to development review. Expenses incurred by Town are direct billed to developer for reimbursement.
201-18-5356	Professional Services	\$ 2,835	\$ 50,000	\$ 30,000	\$ (20,000)	-40.0%	Contractual services for development activities that are not reimbursable - Includes Geographic Information Systems (GIS) support, water rights inspection (NPIC share transfers), specialized review services
201-18-5357	Reimbursable Planning Services	\$ 3,710	-	\$ -	\$ -	0.0%	
201-18-5363	R&M Computer/Office Equip			\$ 2,000	\$ 2,000	0.0%	The department has never had this number and charged needs to office Equipment. To ensure consistency across departments, add this for small equipment. Replace one existing computer due to age with laptop and docking station.
201-18-5372	Uniforms			\$ 300	\$ 300	0.0%	Code Enforcement and Building Services replacement uniforms

201-18-5374	Humane Society Holding Charges	-	\$	4,000	\$	8,000	\$	4,000	100.0%	Invoices include more than just holding services. Includes Town Staff and LSCO calls for animal control assistance and also includes Wellington residents that take animals to Humane Society. Costs are increasing with more animals in Wellington.	
201-18-5375	Protective Inspection Equip	-	\$	3,000	\$	500	\$	(2,500)	-83.3%	Reduction: This is actual equipment and differentiates from protective equipment purchases from Safety Coverings	
201-18-5375	Safety Coverings	\$	383	\$	-	\$	400	\$	400	0.0%	Hard hats, shoes, etc
201-18-5380	Professional Development	\$	443	\$	8,072	\$	6,066	\$	(2,006)	-24.9%	Reduction
201-18-5381	Mileage Reimbursement	-		-							Department members do not charge mileage; a policy consideration
TOTAL		\$	773,979	\$	1,087,403	\$	1,028,535	\$	(65,451)	-6.0%	



PUBLIC WORKS OPERATING IN GENERAL FUND		UNAUDITED		2023	2022/2023	2022/2023	Notes
Account number		2021 Actual	2022 Budget	Budget	\$ Change	% Change	
201-34-5100	Wages & Salaries	\$ 954,698	\$ 1,188,188		\$ (507,473)	-43%	Salaries are lower due to analyzing positions and fund allocations For example, Street Fund staff and Distribution and Collection staff members were in GF in the past; we have now reallocated those costs to various funds
	General			\$ 161,292			
	Water			\$ 164,664			
	Sewer			\$ 159,868			
	Drainage			\$ 119,838			
	Streets			\$ 491,725			
	Parks			\$ 34,464			
201-34-5101	Seasonals	-	\$ 28,272	\$ 10,000	\$ (18,272)	-65%	
201-34-5102	Benefits	\$ 282,991	\$ 393,268		\$ (226,731)	-58%	
	General			\$ 25,402			
	Water			\$ 43,555			
	Sewer			\$ 43,555			
	Drainage			\$ 15,786			
	Streets			\$ 36,981			
	Parks			\$ 1,258			
201-34-5231	Fuel, Oil & Grease	\$ 2,666	\$ 18,000	\$ 8,000	\$ (10,000)	-56%	Includes PW Admin gas; the maintenance costs should be placed in the Street Fund with the Fleet management
201-34-5233	R&M Machinery and Equipment	\$ 4,973	\$ 88,000	\$ 35,000	\$ (53,000)	-60%	
201-34-5241	Shop Supplies	\$ 11,159	-				Discontinued. Move expenses to 5233 "R&M Machinery and Equipment" (Typical to all funds)
201-34-5329	HOA Fees	\$ 420	\$ 360	\$ 420	\$ 60	17%	
201-34-5335	Dues & Subscriptions	\$ 9,568	\$ 5,200	\$ 6,500	\$ 1,300	25%	
201-34-5356	Professional Services	\$ 28,824	\$ 60,000	\$ 40,000	\$ (20,000)	-33%	Misc. surveying, engineering, landscape design, geotechnical testing, etc.
201-34-5363	R&M Computer/Office Equip	\$ 10,410	\$ 10,000	\$ 7,500	\$ (2,500)	-25%	Repair or replace computers, monitors, docking stations, etc. Furniture for new employee.
201-34-5370	Safety Workwear and Equipment	\$ 986	-	\$ 1,400	\$ 1,400		
201-34-5372	Uniforms	\$ 17,481	\$ 16,000	\$ 15,000	\$ (1,000)	-6%	Includes uniforms for all of PW, including the enterprise funds
201-34-5380	Professional Development	\$ 4,423	\$ 22,000	\$ 17,300	\$ (4,700)	-21%	See citywide training memo
201-34-5382	Employee Recognition	\$ 2,430	-	\$ -	\$ -	0%	Moved to Human Resources
201-34-5398	Waste Collection Service	\$ 7,692	\$ 8,000	\$ 8,500	\$ 500	6%	PW Building
201-34-5422	Small Tools	\$ 329	\$ 500	\$ 500	\$ -	0%	
201-34-5456	Mosquito Control	\$ 11,600	\$ 15,000	\$ 15,200	\$ 200	1%	\$3800/spray event. Plan for 4.
201-34-5790	GIS Mapping	\$ 5,691	\$ 40,000	\$ 20,000	\$ (20,000)	-50%	Infrastructure mapping; first step to an asset management system
201-34-5941	PW Office Supplies	\$ 16,626	\$ 15,000	\$ 16,500	\$ 1,500	10%	Office supplies for PW Department
201-34-5947	Copier Expense	\$ 7,822	\$ 8,000	\$ 8,000	\$ -	0%	Toner, paper and other parts for PW large format plotter; PW Sharp copier/printer/scanner; Printers at the Street Shop, WTP, and WRF.
<b>TOTAL</b>		<b>\$ 1,380,788</b>	<b>\$ 1,915,788</b>	<b>\$ 1,508,209</b>	<b>\$ (407,579)</b>	<b>-21%</b>	Difference is the salaries as they show up in other Funds

GENERAL BUILDINGS		UNAUDITED		2022/2023		2022/2023		Notes
Account number		2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change		
201-49-5341	Electricity	\$ 16,757	\$ 15,000	\$ 18,123	\$ 3,123	20.8%	Added 4% to the 2021 actuals and another 4% to 2022	
201-49-5342	Water	\$ 3,031	\$ 5,000	\$ 4,000	\$ (1,000)	-20.0%	From 2021 actual; this should be lower	
201-49-5343	Sewer	\$ 1,835	\$ 2,000	\$ 2,000	\$ -	0.0%		
201-49-5344	Natural Gas-Heat	\$ 14,599	\$ 15,000	\$ 15,600	\$ 600	4.0%	Added 4% to 15,000	
201-49-5346	Storm Drainage	\$ 2,616	\$ 4,000	\$ 3,000	\$ (1,000)	-25.0%	Researching the accounting	
201-49-5367	R&M Serv/Supplies/Bldgs	\$ 33,691	\$ 30,000	\$ 30,900	\$ 900	3.0%	Added 3% to 2022 budget	
201-49-5368	Cleaning Supplies	\$ 398	\$ 2,200	\$ 2,200	\$ -	0.0%		
201-49-5369	Janitorial Service	\$ 37,038	\$ 18,000	\$ 40,000	\$ 22,000	122.2%	All Janitorial Services are now being paid from this account number. The 2022 and forward invoices will be allocated to various Funds, based on square footage	
TOTALS		\$ 109,966	\$ 91,200	\$ 115,823	\$ 24,623	21.3%		

CEMETERY		12/31/2021		12/31/2022		2023 Budget		2022/2023	2022/2023	Notes
Account number		2021 Actual		2022 Budget				\$ Changes	% Change	
201-42-5382	Grounds Maintenance Serv	-	\$	5,000		\$	5,000	\$	-	0%
201-42-5423	Sand & Gravel & Road Base	\$	124	\$	5,000	\$	5,000	\$	-	0%
201-42-5454	Survey	-	\$	20,000		\$	20,000	\$	-	0%
<b>TOTALS</b>		\$	<b>124</b>	\$	<b>30,000</b>	\$	<b>30,000</b>	\$	<b>-</b>	<b>0%</b>

This will not be completed in 2022; This will need to be carried over into 2023.

		2022										
		2021 Budget	2021 ACT	2022	AMENDMENTS	2023	2024	2025	2026	2027		
207-01-3312	Motor Vehicle Spec Ownership			-								
207-01-3313	Motor Vehicle Registration Tax			-								
207-01-3337	Road and Bridge Tax			18,000		-	-	-	-	-		
207-02-3451	TOW Storm Drain Impact Fee			39,600		35,000	35,000	40,000	40,000	45,000		
207-02-3453	Authority Storm Impact Fee			390,000		403,322	411,388	419,616	428,009	436,569		
207-03-3449	TOW Storm Drain Utility Fees			260,000		270,400	275,808	281,324	286,951	292,690		
307-03-3452	Authority Storm Drain Utility Fees			43,560		35,200	35,904	36,622	37,355	38,102		
207-08-3364	Stormwater Masterplan - FEMA Flood Mitigation Assistance (FMA) grant Outfall for Cleveland Avenue Improvements - Multimodal Transportation and Mitigation Options Fund (MMOF) Grant			120,000		-	-	-	-	-		
						60,000	450,000	450,000	-	-		
207-08-3610	Interest			300		3,500	3,500	3,500	3,500	3,500		
Total Revenues				871,460		807,422	1,211,600	1,231,062	795,814	815,860		
Operating Expenses				(706,893)		(655,976)	(695,335)	(737,055)	(781,278)	(828,155)		
CIP				(386,832)		(411,913)	(1,177,467)	(1,238,913)	(901,182)	(942,790)		
Difference				(222,265)	-	(260,467)	(661,201)	(744,906)	(886,647)	(955,084)		
		Prior Yr Cost	2021 Budget	2021 ACT	2022	2022	2023	2024	2025	2026	2027	TOTAL
						AMENDMENTS						
Total Cost												
Capital Projects:												
211-80-4038	Old Town Street Repair	178,855	56,180	59,551	59,551	63,124	66,300					66,300
211-80-4039	Storm Drain & Pan Replacements	169,112	30,000	31,800	31,800	33,708	37,079	38,933	40,879	42,923	45,070	204,884
211-80-4041	Stormwater Masterplan	170,000	30,000	140,000	25,807	140,000						-
211-80-4065	B-Dams Improvements	80,000	-	80,000		150,000	113,534	93,534	93,534	93,534	93,534	487,670
SDF231	Regional Drainage Improvements	1,500,000	-				-	550,000	605,000	665,500	700,000	2,520,500
												-
	Box Elder Creek Letter of Map Revision	45,000					45,000					45,000
	Outfall for Cleveland Avenue Improvements	960,000					150,000	405,000	405,000			960,000
	Street Rehabilitation							90,000	94,500	99,225	104,186	387,911
												-
TOTAL					386,832		411,913	1,177,467	1,238,913	901,182	942,790	4,672,265

DRAINAGE		12/31/2021	12/31/2022	2023	2022/2023	2022/2023
Account number	Description	2021 Actual	2022 Budget	Budget	\$ CHANGE	% CHANGE
207-34-5100	<b>Salaries</b>	-	-			
	General			\$ 157,181		
	Water					
	Wastewater					
	Drainage					
	Street					
	Park					
207-34-5102	<b>Benefits</b>	-	-			
	General			\$ 30,063		
	Water					
	Wastewater					
	Drainage					
	Street					
	Park					
207-34-5231	Fuel, Oil & Grease	\$ 2,252	\$ 2,000	\$ 2,000	\$ -	0.0%
207-34-5339	On-Line Utility Bill Pay Fees	\$ 6,498	\$ 6,500	\$ 6,500	\$ -	0.0%
207-34-5341	Electricity	\$ 648	\$ 1,000	\$ 710	\$ (290)	-29.0%
207-34-5356	Professional Services	-	\$ 20,000	\$ 20,000	\$ -	0.0%
	Authority Utility Payments	\$ 395,414	\$ 390,000	\$ 403,322	\$ 13,322	3.4%
207-34-5522						
207-34-5524	Authority Impact Fees	\$ 62,131	\$ 43,560	\$ 35,200	\$ (8,360)	-19.2%
207-34-5533	Equipment Rental	-	\$ 1,000	\$ 1,000	\$ -	0.0%
207-56-5000	Transfer to GF	\$ 102,674	\$ 242,833	\$ -	\$ (242,833)	
	Total Operating	\$ 569,617	\$ 706,893	\$ 655,976	\$ (50,917)	-7.2%

Less Salaries and Benefits to other Funds

**Net Operating Costs** \$ **655,976**

207-56-5001	Transfer to CIP	\$	13,596	\$	386,832
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PARKS REVENUES AND CIP

			2021	2022 Budget	Amended 2022	2023	2024	2025	2026	2027
0										
GL #										
210-01-3130	Sales Tax		\$ 397,592	0	\$ -	\$ 555,193	\$ 510,789	\$ 531,221	\$ 552,470	\$ 574,568
210-01-3140	Bldg Material Use Tax			\$ 195,000	\$ 195,000	\$ 231,440	\$ 358,000	\$ 420,800	\$ 441,840	\$ 463,932
210-01-3315	Motor Vehicle Use Tax		\$ 176,526	\$ 350,000	\$ 350,000	\$ 212,180	\$ 218,545	\$ 225,102	\$ 231,855	\$ 238,810
210-02-3381	Park Impact Fee			\$ 99,000	\$ 99,000					
210-02-3620	Trails Impact Fee			\$ 44,550	\$ 44,550					
210-01-3700	Open Space Sales Tax		\$ 333,179	\$ 305,000	\$ 305,000	\$ 381,600	\$ 404,496	\$ 428,766	\$ 454,492	\$ 481,761
210-05-3175	Rec fees/Sales			\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,250	\$ 32,250	\$ 33,000	\$ 33,000
210-08-3610	Investment Earnings	15850	\$ 1,217	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Grants:									
210-09-3800	Transfer In from Park Impact Fees for Master Plan Study and NEW Irrigation						\$ 80,000			
	Total Revenue			\$ 1,045,550	\$ 1,045,550	\$ 1,432,413	\$ 1,624,080	\$ 1,658,139	\$ 1,733,657	\$ 1,812,072
	Less: Operating Costs WITHOUT SALARY COSTS THAT ARE DIRECTLY CHARGED TO DEPARTMENTS					\$ (1,413,835)	\$ (1,498,665)	\$ (1,588,585)	\$ (1,683,900)	\$ (1,784,934)
	Less: Former Indirect Cost				\$ (409,936)	\$ -	\$ -	\$ -	\$ -	\$ -
	Less WCP Debt				\$ (1,007,510)	\$ -	\$ -	\$ -	\$ -	\$ -
	Less CIP			\$ (281,000)	\$ (146,325)	\$ (150,000)	\$ (430,000)	\$ (180,000)	\$ -	\$ -

PARKS REVENUES AND CIP

			2021	2022 Budget	Amended 2022	2023	2024	2025	2026	2027
ESTIMATED Beginning FB					\$ 3,313,866					
Available for future use	-				\$ 2,795,645	\$ (131,422)	\$ (304,585)	\$ (110,447)	\$ 49,756	\$ 27,137

		2021	2022 Budget	Amended 2022	2023	2024	2025	2026	2027
211-80-4042	Capital Projects: Parks Master Plan Update	\$ 120,000	\$ -	\$ 40,000	\$ -	\$ 80,000			
211-80-4066	Outer Canopy Net for Batting Cages	\$ 20,000	\$ 20,000						
211-80-4067	Pitching Machine at Batting Cages	\$ 19,000	\$ -	\$ 19,000	\$ 17,000				
	Windsor Ditch	\$ 80,000	\$ -	\$ 80,000					
211-80-4068	Replace Soft Trails	\$ 40,000	\$ 10,000	\$ 20,000					
211-80-4069	Winnick Park Playground Resurfacing	\$ 67,000	\$ -	\$ 67,000					
211-80-4047	<b>2022 CIP</b> Pedestrian Access Over Windsor	\$ -	\$ -	\$ 80,000		\$ -	\$ -	\$ -	\$ -
	Play Structure Centennial Park			\$ 18,000					
211-80-4077	Play Structure Viewpointe Park		\$ 25,000	\$ -		\$ 250,000	\$ -	\$ -	\$ -
	Pour and Place/Viewpoint					\$ 65,000		\$ -	\$ -
	Shade Structure						\$ 15,000		
211-80-4078	Park Reimbursement - Harvest Village			\$ 31,325					
	<b>Splashpad Chemical Room Upgrades</b>				\$ 125,000				
	<b>Irrigation System Upgrades</b>				\$ 25,000		\$ 50,000		
	<b>Parks Truck</b>					\$ 35,000			
	<b>Recreation Truck</b>		\$ 30,000				\$ 35,000		
	<b>Wellville Pump</b>						\$ 80,000		



PARKS OPERATING FUND		12/31/2021	12/31/2022	2023 Budget	2022/2023	2022/2024	
Account number		2021 Actual	2022 Budget		\$ CHANGE	Change	
210-34-5100	Wages and Salaries	\$ 101,596	\$ 143,427	\$	107,716	6.5%	
	General			\$ 173,697			
	Water			\$ -			
	Sewer			\$ -			
	Drainage			\$ -			
	Streets						
	Parks			\$ 241,355			
210-34-5101	Seasonals	\$ 9,908	\$ 28,272	\$ 30,110	\$ 1,838	6.5%	
210-34-5102	Benefits	\$ 24,531	\$ 51,798	\$	18,966	37%	
	General			\$ 39,383			
	Water			\$ -			
	Sewer			\$ -			
	Drainage			\$ -			
	Streets						
	Parks			\$ 73,892			
210-34-5214	Office Supplies	\$ 41	\$ 1,500	\$ -	\$ (1,500)		
210-34-5221	Pond Chemicals	\$ 1,995	\$ 5,000	\$ 5,000	\$ -	0%	
210-34-5231	Fuel, Oil, and Grease	\$ 4,504	\$ -	\$ 6,000	\$ 6,000		
210-34-5233	R&M Machinery and Equipment	\$ 4,155	\$ -	\$ 18,000	\$ 18,000		
210-34-5234	Irrigation Water Assessments	\$ 8,295	\$ 3,000	\$ -	\$ (3,000)	-100%	This will be covered in raw water assessments
210-34-5237	Irrig System Supplies/Repairs	\$ 10,183	\$ 10,000	\$ 10,000	\$ -	0%	
210-34-5239	Wells and Well Houses	\$ -	\$ 10,000	\$ 10,000	\$ -	0%	
210-34-5241	Shop Supplies	\$ 1,569	\$ 2,200	\$ 2,200	\$ -	0%	

210-34-5244	Tires & Tubes	\$	43	\$	2,500	\$	-	\$	(2,500)	-100%
210-34-5252	Tree Replacement/Trimming	\$	36,475	\$	35,000	\$	35,000	\$	-	0%
210-34-5253	Tree Spraying	\$	19,935	\$	30,000	\$	30,000	\$	-	0%
210-34-5254	Parks Playground & General R&M	\$	27,170	\$	29,000	\$	30,000	\$	1,000	3%
210-34-5341	Irrigation Electricity	\$	9,156	\$	12,000	\$	10,000	\$	(2,000)	-17%
210-34-5342	Water	\$	15,399	\$	22,500	\$	16,169	\$	(6,331)	-28%
210-34-5343	Sewer	\$	681	\$	800	\$	840	\$	40	5%
210-34-5344	Natural Gas	\$	761	\$	750	\$	850	\$	100	13%
210-34-5346	Storm Drainage	\$	2,795	\$	3,100	\$	2,800	\$	(300)	-10%
210-34-5356	Professional services	\$	2,981	\$	3,000	\$	3,000	\$	-	0%
210-34-5365	Toilet Rental	\$	9,953	\$	11,000	\$	11,000	\$	-	0%
210-34-5366	Services - Parks and Lawn Care	\$	70,066	\$	75,000	\$	80,000	\$	5,000	7%
210-34-5370	Safety Workwear and Equipment	\$	1,508	\$	3,500	\$	1,500	\$	(2,000)	-57%
210-34-5372	Uniforms	\$	508	\$	-	\$	2,500	\$	2,500	0%
210-34-5380	Professional Development	\$	2,896	\$	4,000	\$	4,000	\$	-	0%
210-34-5397	Weed Control	\$	367	\$	200	\$	200	\$	-	0%

irrigation \*\*Potable irrigation  
1116

210-34-5422	Small Tools	\$	4,514	\$	4,500	\$	4,500	\$	-	0%
210-34-5423	Sand, Gravel, Mulch	\$	11,174	\$	12,000	\$	12,000	\$	-	0%
210-34-5533	Equipment Rental	\$	-	\$	1,000	\$	1,000	\$	-	0%
210-34-5562	County Clerk Fees	\$	6,736	\$	7,000	\$	7,000	\$	-	0%
210-34-5941	AED's and first Aid Kits	\$	-	\$	3,000	\$	3,000	\$	-	0%
210-34-5942	Minor Park Improvements	\$	28,137	\$	12,000	\$	30,000	\$	18,000	150%

#### RECREATION

210-51-5100	Wages and Salaries	\$	203,945	\$	249,913	\$	171,335	\$	(78,578)	-31%	\$ 776,154
210-51-5101	Seasonals	\$	31,750	\$	82,716	\$	88,093	\$	5,377		
210-51-5102	Benefits	\$	65,256	\$	80,323	\$	76,492	\$	(3,831)	-5%	
210-51-5130	Start Small Baseball	\$	800	\$	800	\$	800	\$	-	0%	
210-51-5131	Start Small Basketball	\$	640	\$	640	\$	640	\$	-	0%	
210-51-5132	Start Smart Flag Football	\$	1,015	\$	960	\$	960	\$	-	0%	bv
210-51-5133	Start Smart Soccer	\$	1,480	\$	1,480	\$	1,480	\$	-	0%	
210-51-5135	Youth Sports Apparel	\$	5,767	\$	5,000	\$	5,000	\$	-	0%	
210-51-5140	Youth Soccer	\$	2,939	\$	4,470	\$	4,470	\$	-	0%	
210-51-5142	Youth Football	\$	1,171	\$	1,000	\$	1,500	\$	500	50%	

210-51-5144	Youth Baseball	\$	12,092	\$	12,850	\$	12,850	\$	-	0%
210-51-5145	Youth Softball	\$	6,060	\$	2,900	\$	2,900	\$	-	0%
210-51-5146	Youth Basketball	\$	278	\$	1,025	\$	1,025	\$	-	0%
210-51-5148	Youth Volleyball	\$	800	\$	1,677	\$	1,677	\$	-	0%
210-51-5149	Youth Tennis	\$	720	\$	480	\$	480	\$	-	0%
210-51-5158	Adult Kickball	\$	389	\$	475	\$	475	\$	-	0%
210-51-5161	Adult Tennis	\$	-	\$	480	\$	480	\$	-	0%
210-51-5162	Adult Softball	\$	2,656	\$	5,775	\$	5,775	\$	-	0%
210-51-5164	Adult Volleyball	\$	1,173	\$	1,300	\$	1,300	\$	-	0%
210-51-5165	NCSO Referees Admin Fee	\$	6,875	\$	8,000	\$	8,000	\$	-	0%
210-51-5166	Instructor Official Fees	\$	16,221	\$	30,000	\$	30,000	\$	-	0%
210-51-5168	Computer Equipment	\$	2,827	\$	13,230	\$	13,230	\$	-	0%
210-51-5181	Rec Prog Supplies	\$	9,042	\$	10,000	\$	15,000	\$	5,000	50%
210-51-5183	Batting Cages	\$	6,555	\$	10,500	\$	10,500	\$	-	0%
210-51-5185	Ball Field Cage Electricity	\$	1,617	\$	14,000	\$	14,000	\$	-	0%
210-51-5186	Infield Mix	\$	8,965	\$	13,000	\$	13,000	\$	-	0%

Create two lines

210-51-5223	Operating Supplies	\$	3,861	\$	3,000	\$	3,000	\$	-	0%
210-51-5372	Staff Uniforms	\$	1,182	\$	2,000	\$	2,500	\$	500	25%
210-51-5380	Professional Development	\$	3,364	\$	4,500	\$	4,500	\$	-	0%
210-51-5392	Gym Rental	\$	2,905	\$	14,378	\$	14,378	\$	-	0%
210-51-5401	Marketing Services	\$	10,851	\$	13,000	\$	13,000	\$	-	0%
210-56-5000	Transfer to GF	\$	401,009	\$	409,988	\$	-	\$	(409,988)	0%
210-56-5001	Transfer to Capital Projects	\$	57,754	\$	219,325	\$	-	\$	(219,325)	-100%
210-90-5630	WCP Principal	\$	242,132	\$	1,007,510	\$	-	\$	(1,007,510)	-100%
210-90-5632	WCP Interest	\$	27,328	\$	-	\$	-	\$	-	0%
<b>TOTALS</b>		<b>\$</b>	<b>1,559,450</b>	<b>\$</b>	<b>2,753,742</b>	<b>\$</b>	<b>1,413,835</b>	<b>\$</b>	<b>(1,339,907)</b>	

STREET FUND

Street Fund												
Revenue Available for Capital Projects											NEW YEAR	Projected
2022 GL		2021 Budget	2021 ACT	2022	2023	2024	2025	2026	2027			Year-End
203-01-3130	Sales Tax	\$ 340,000	\$ 577,768	\$ 1,067,000	\$ 678,569	\$ 769,868	\$ 796,831	\$ 828,704	\$ 861,853			
	Motor Vehicle Spec Ownership	90,000	\$ 83,753	\$ 100,000	\$ 90,000	\$ 92,250	\$ 94,556	\$ 96,920	\$ 99,343			
203-01-3312												
203-01-3313	Motor Vehicle Registration Tax	\$ 25,000	\$ 26,483	\$ 27,000	\$ 27,810	\$ 28,644	\$ 29,504	\$ 30,389	\$ 27,000			
203-01-3315	Motor Vehicle Use Tax	\$ 500,000	\$ 822,485	\$ 700,000	\$ 848,720	\$ 874,182	\$ 900,407	\$ 927,419	\$ 955,242			
203-01-3335	Highway Users Tax	\$ 263,000	\$ 290,831	\$ 281,971	\$ 305,632	\$ 313,273	\$ 321,105	\$ 329,132	\$ 337,361			
203-01-3337	Road & Bridge Tax	\$ 38,000	\$ 29,360	\$ 40,000	\$ 49,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
203-04-3343	Street Cut Permits	\$ 7,000	\$ 450	\$ 1,000	\$ 250	\$ 250	\$ 250	\$ 750	\$ 750			
203-04-3350	Developer Road Fee Escrow	\$ 51,000	\$ 24,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -			
203-04-3376	Street Impact Fees	\$ 170,000	\$ 300,890	\$ 168,300	\$ -	\$ -	\$ -					
5203-08-3910	Sale of Assets	\$ 1,000	\$ 845	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000			
203-08-3610	Investment Earnings	\$ 15,000	\$ 9,492	\$ 750	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000			
	GRANTS: Undefined			\$ 1,030,000								
TBD	Cleveland Ave Improvements				\$ 350,000	\$ 900,000	\$ 550,000					1,800,000
TBD	Cleveland Avenue - Multimodal Transportation and Mitigation Options Fund (MMOF) Grant				\$ 70,000	\$ 180,000	\$ 110,000					360,000
TBD	Safety Improvements - Highway Safety Improvement Program (HSIP) Grant					\$ 294,624						
TBD	Safety Improvements - Multimodal Transportation and Mitigation Options Fund (MMOF) Grant					\$ 29,462						

STREET FUND

Transfer In from Street Fund							\$ 60,000								
Impact Fees for Master Planning															
Total Revenue							\$ 1,500,000	\$ 2,166,357	\$ 3,437,021	\$ 2,481,981	\$ 3,534,552	\$ 2,854,653	\$ 2,265,315	\$ 2,333,549	\$ 2,160,000
Less: Operating Costs, excluding direct Costs to other Funds							\$ (1,164,234)	\$ (1,234,088)	\$ (1,308,133)	\$ (1,386,621)	\$ (1,469,819)				
Transfer to the CIP							\$ (1,326,700)	\$ (2,255,131)	\$ (2,066,247)	\$ (840,620)	\$ (883,251)				
Available for Subsequent Years							\$ (8,953)	\$ 45,333	\$ (519,728)	\$ 38,074	\$ (19,521)				

STREET FUND

211-80-4075	<del>Main Street Improvements</del>	\$	-	\$	-	\$	-	\$	-	\$	400,000	-
<del>211-80-4076</del>	<del>Epoxy Street Striping</del>	<del>\$</del>	<del></del>	<del>\$</del>	<del></del>	<del>\$</del>	<del></del>	<del>\$</del>	<del></del>	<del>\$</del>	<del></del>	<del></del>
	Road Off-site Improvements/Saddleback Subdivision									\$	60,000	\$ 60,000 \$ 63,600 183,600
	Street and Sidewalk Safety Improvements	\$	324,086							\$	100,000	\$ 224,086 324,086
	Transportation Master Plan									\$	60,000	60,000
	Road Reimbursement RR Crossing for Sage Meadows DA									\$	208,800	\$ 24,000 \$ 37,800 \$ 270,600
TOTAL		\$	2,624,086	\$	-	\$	-	\$	-	\$	400,000	\$ 1,326,700 \$ 2,255,131 \$ 2,066,247 \$ 840,620 \$ 883,251 \$ 7,371,948
												7,371,948



STREET FUND		12/31/2021	12/31/2022	2023	2022/2023	2022/2023	Notes
Account number		2021 Actual	2022 Budget	Budget	\$ Change	\$ Change	
<b>Expenditures</b>							
	<b>Salaries</b>	-	-				
203-15-5100	General			\$ 98,088			
203-34-5100	Streets			\$ 495,754			
	<b>Park Benefits</b>	-	-				
203-15-5102	General			\$ 69,935			
203-34-5102	Streets Park			\$ 118,227			
203-34-5231	Fuel, Oil & Grease	\$ 7,772	-	\$ -			Discontinued. Moved these expenses to 201
203-34-5233	R&M Machinery & Equipment	\$ 26,841	-	\$ -			Discontinued. Moved these expenses to 201
203-34-5240	Street Paint, Signs & Parts	\$ 22,361	\$ 20,000	\$ 35,000	\$ 15,000	75.0%	Additional street sign replacement
203-34-5241	Shop Supplies	\$ 3,719	-	\$ -			Discontinued. Moved to R&M Machinery in 201.
203-34-5244	Tires & Tubes	\$ 7,017	-	\$ -			Discontinued. Moved to R&M Machinery in 201.
203-34-5341	Electricity for Street Lights	\$ 182,073	\$ 180,000	\$ 196,930	\$ 16,930	9.4%	Increase 2021 Actual by 4% in 2022 and 4% again in 2023; there needs to be an amount for additional lights as neighborhoods grow
203-34-5342	Water	\$ 3,042	\$ 5,492	\$ 6,000	\$ 508	9.2%	With rate change and additional review of costs

STREET FUND		12/31/2021	12/31/2022	2023	2022/2023	2022/2023	Notes
Account number		2021 Actual	2022 Budget	Budget	\$ Change	\$ Change	
203-34-5370	Safety Workwear and Equipment	\$ 1,669	\$ 9,500	\$ 4,300	\$ (5,200)	-54.7%	Boots, PPE, confined space, fall protection, tyvex suits, air monitors, harnesses, recover systems, etc.
203-34-5397	Weed Control	\$ 1,240	\$ 4,000	\$ 6,000	\$ 2,000	50.0%	Roundup has doubled in price
203-34-5422	Small Tools	\$ 1,308	\$ 3,000	\$ 3,400	\$ 400	13.3%	
203-34-5423	Sand, Gravel and Road Base	\$ 15,733	\$ 20,000		\$ (20,000)	-100.0%	Delete. Included in "Construction Materials" below
203-34-5424	Street Construction Material	\$ 11,498	\$ 20,000	\$ 10,000	\$ (10,000)	-50.0%	
203-34-5425	Street Maintenance - Crack Seal	\$ 396	\$ 15,000		\$ (15,000)	-100.0%	Delete
203-34-5453	R&M Supplies-Street Sweeper	\$ 2,187	\$ 4,000	\$ 6,000	\$ 2,000	50.0%	Brooms, brushes, other wearable parts
203-34-5533	Equipment Rental	\$ 1,134	\$ 3,000	\$ 3,000	\$ -	0.0%	Rental of equipment, if necessary
203-34-5562	County Clerk Fees	\$ 33,600	\$ 32,000	\$ 33,600	\$ 1,600	5.0%	No expectation the County will change the fees
203-34-5941	AED and First Aid Kits	\$ 1,954	\$ 5,000	\$ 5,000	\$ -	0.0%	
To Be Assigned	Weather Response Management			\$ 8,000	\$ 8,000	8000.0%	Downed limbs and chippper
To Be Assigned	Snow Management Materials			\$ 30,000	\$ 30,000	30000.0%	Salt, slicer, etc.
To Be Assigned	Street Maintenance			\$ 35,000	\$ 35,000	35000.0%	Asphalt, cold mix, crack seal, etc.
TOTALS		\$ 323,543	\$ 320,992	\$ 1,164,234	\$ 843,242	262.7%	Increase is because the direct salary and benefit costs

No.	Description	2022	2023	2024	2025	2026	2027
		\$	\$	\$	\$	\$	\$
	<b>Sources of Funds</b>						
1	Revenue from Existing Wastewater Rates	2,028,446	2,388,223	2,453,992	2,549,447	2,656,222	2,766,737
2	Additional Revenue Required	0	119,411	251,534	401,857	572,432	764,398
3	Total Wastewater Service Rate Revenue	2,028,446	2,507,634	2,705,526	2,951,304	3,228,654	3,531,135
4	Tap Fees	965,250	779,360	1,461,306	1,782,793	1,850,988	1,909,440
5	State Loan Proceeds	6,461,869	22,386,515	16,257,677	0	0	0
6	Grant Funding	0	0	160,000	400,000	0	0
7	ARPA Funding	0	0	0	0	0	0
8	Transfer From General Fund	390,000	0	0	0	0	0
9	2022 GPR Loan	1,000,000	2,000,000	0	0	0	0
10	Investment Income	33,806	28,413	19,545	11,198	9,213	12,086
11	<b>Total Sources</b>	<b>10,879,370</b>	<b>27,701,922</b>	<b>20,604,055</b>	<b>5,145,295</b>	<b>5,088,854</b>	<b>5,452,661</b>

SEWER FUND		12/31/2021	12/31/2022	2022/2023		2022/2023
Account number		2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
205-34-5100	Wages & Salaries	\$ 246,575	\$ 331,517		\$ 64,382	19%
	General			\$ 395,899		
	Water			\$ -		
	Sewer			\$ 447,250		
	Drainage					
	Street					
	Parks					
205-34-5102	Benefits	\$ 87,584	\$ 145,816		\$ 133,386	91%
	General			\$ 121,110		
	Water			\$ -		
	Sewer			\$ 152,461		
	Drainage					
	Street			\$ 5,630		
	Parks			\$ -		
205-34-5221	Chemicals	\$ 36,306	\$ 50,000	\$ 70,000	\$ 20,000	40%
205-34-5228	Permit and Program Fees State Disch	\$ 3,509	\$ 5,000	\$ 5,000	\$ -	0%
205-34-5231	Fuel, Oil and Grease	\$ 10,144	\$ 9,500	\$ 8,500	\$ (1,000)	-11%
205-34-5233	R&M Machinery and Equipment part	\$ 9,593	\$ 30,000	\$ 30,000	\$ -	0%
205-34-5241	Shop supplies	\$ 1,760	\$ 2,500	\$ 1,500	\$ (1,000)	-40%
205-34-5339	On-Line Utility Bill Pay Fees	\$ 18,063	\$ 16,000	\$ 20,000	\$ 4,000	25%
205-34-5341	Electricity	\$ 119,300	\$ 115,000	\$ 129,035	\$ 14,035	12%
205-34-5342	Water	\$ 773	\$ 1,200	\$ 1,200	\$ -	0%
205-34-5344	Natural Gas	\$ 6,612	\$ 10,000	\$ 7,500	\$ (2,500)	-25%

SEWER FUND		12/31/2021	12/31/2022	2022/2023		2022/2023
Account number		2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
	Professional Services	\$ 5,665	\$ 80,000	\$ 60,000	\$ (20,000)	-25%
205-34-5356						
205-34-5370	Safety Workwear and Equipment	\$ 2,179	\$ 6,500	\$ 8,500	\$ 2,000	31%
205-34-5380	Professional Development	\$ 1,529	\$ 12,000	\$ 13,460	\$ 1,460	12%
205-34-5384	Internet Service	\$ 1,006	\$ 1,600	\$ 1,300	\$ (300)	-19%
205-34-5422	Small Tools	\$ 2,510	\$ 5,000	\$ 6,000	\$ 1,000	20%
205-34-5423	Construction Materials	\$ 3,244	\$ 4,000	\$ 4,000	\$ -	0%
205-34-5433	R&M Plant	\$ 55,804	\$ 54,000	\$ 65,000	\$ 11,000	20%
205-34-5434	R&M Collection	\$ 17,598	\$ 24,000	\$ 20,000	\$ (4,000)	-17%
205-34-5440	Sludge Disposal	\$ 28,820	\$ 28,000	\$ 50,000	\$ 22,000	79%
205-34-5455	Lab Supplies	\$ 6,785	\$ 6,500	\$ 5,000	\$ (1,500)	-23%
205-34-5533	Equipment Rental	-	\$ 2,500	\$ 2,500	\$ -	0%
205-34-5554	Sewer Testing	\$ 40,648	\$ 18,000	\$ 40,000	\$ 22,000	122%
205-34-5941	AEDs and First Aid Kits	\$ 1,030	\$ 8,500	\$ 3,000	\$ (5,500)	-65%
205-34-5969	Lab Equipment	\$ 2,480	\$ 8,000	\$ 6,500	\$ (1,500)	-19%
To Be Assigned	R&M Pumps			\$ 25,000	\$ 25,000	25000%
To Be Assigned	R&M SCADA			\$ 25,000	\$ 25,000	25000%
To Be Assigned	Propane			\$ 5,000	\$ 5,000	5000%
To Be Assigned	Collection System Emergency Repair			\$ 15,000	\$ 15,000	15000%
205-90-5614	2002 CWR&PDA Loan Principal	302,695.83	335,835.00	\$ -	\$ (335,835)	0%
205-90-5615	2002 CWR&PDA Loan Interest	17,290.91	8,666.00	\$ -	\$ (8,666)	0%
205-90-5616	2014 WWTP Bonds- Principal	110,000.00	110,000.00	\$ -	\$ (110,000)	0%
205-90-5617	2014 WWTP Bonds - Interest	52,036.87	62,885.00	\$ -	\$ (62,885)	0%
To Be Assigned	2022 GPR Loan Principal			\$ 47,151	\$ 47,151	
To Be Assigned	2022 GPR Loan Interest			\$ 26,200	\$ 26,200	
To Be Assigned	2022 CWR&PDA (SRF) Principal			\$ 618,315	\$ 618,315	

SEWER FUND		12/31/2021	12/31/2022	2022/2023		2022/2023
Account number		2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
To Be Assigned	2022 CWR&PDA (SRF) Interest			\$ 1,249,115	\$ 1,249,115	
TOTAL		\$ 1,191,539	\$ 1,492,519	\$ 3,691,127	\$ 1,751,358	117%

CAPITAL EXPENDITURES									
Account Number		Total Cost	Cost Through 2021	2022	2023	2024	2025	2026	2027
	<b>Equipment:</b>								
	Gator with Plow - Equipment	\$ 25,000				\$ 25,000			
	Vehicle Replacement	\$ 35,000	\$ -		\$ 35,000	\$ -			
	<b>Capital Projects - Plant:</b>								
211-80-4061	Water Reclamation Facility Expansion Engineering	\$ 5,310,409	\$ 2,515,501	\$ 1,226,761	\$ 940,888	\$ 627,259	\$ -	\$ -	\$ -
211-80-4083	Water Reclamation Facility Expansion Construction	\$ 48,106,061	\$ -	\$ 7,461,869	\$ 24,386,515	\$ 16,257,677	\$ -	\$ -	\$ -
211-80-4027	WRF Pump Replacement	\$ 43,249	\$ 21,249	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -
211-80-4084	WRF Risk and Resiliency Assessment and Emergency Response Plan	\$ 80,000		\$ -			\$ 80,000		
211-80-4085	WRF Lightening Protection	\$ 115,000		\$ 115,000					
211-80-4086	WRF Security Improvements	\$ 40,000		\$ 40,000					
211-80-4087	WRF SCADA Hardware Upgrades	\$ 35,000		\$ 35,000	\$ -	\$ -			
	Orbal System Rehabilitation	\$ 2,079,000				\$ 1,039,500	\$ 1,039,500		
	WRF MCC Equipment Cooling System	\$ 20,000			\$ 20,000				
	<b>Capital Projects - Collection:</b>								
211-80-4062	Collection System Improvement Projects		\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
211-80-4089	Viewpoint Lift Station Upgrades	\$ 760,000	\$ -	\$ 60,000	\$ 200,000	\$ 500,000			
211-80-4091	Sewer Over-Sizing Reimbursement - Sage Meadows 1st DA	\$ 315,425	\$ 192,225	\$ 32,175	\$ 12,375	\$ 30,520	\$ 48,130		
	Sewer Over-Sizing Reimbursement - Saddleback DA	\$ 288,030	\$ -	\$ -		\$ 100,000	\$ 100,000	\$ 88,030	
<b>Total Capital Equipment and Projects</b>					<b>\$ 25,594,778</b>	<b>\$ 18,779,956</b>	<b>\$ 1,467,630</b>	<b>\$ 288,030</b>	<b>\$ 200,000</b>

Lin No.	Description	Budget	Projected				
		2022	2023	2024	2025	2026	2027
		\$	\$	\$	\$	\$	\$
	<b>Sources of Funds</b>						
1	Revenue from Existing Water Service Rates	4,950,167	5,055,219	5,190,064	5,385,852	5,605,348	5,832,428
2	Additional Water Sales Revenue Required	0	252,761	531,982	848,945	1,207,987	1,611,392
3	Total Water Service Rate Revenue	4,950,167	5,307,980	5,722,045	6,234,797	6,813,335	7,443,821
4	Miscellaneous Revenue	1,324,068	24,786	25,553	26,373	27,554	28,824
5	Tap Fees	782,100	834,960	1,628,172	1,986,370	2,062,351	2,127,478
6	Property Tax Revenue	85,593	85,593	0	0	0	0
7	ARPA Funding	1,311,000	0	0	0	0	0
8	Bond/Loan Proceeds	10,500,804	13,350,761	948,435	0	0	0
9	Future State Loans	0	0	4,500,000	0	0	0
10	Transfer From Debt Service Fund/General Fund	653,000	0	0	0	0	0
11	Investment Income	59,945	41,474	30,279	20,832	24,102	31,626
12	<b>Total Sources</b>	<b>19,666,677</b>	<b>19,645,554</b>	<b>12,854,485</b>	<b>8,268,372</b>	<b>8,927,342</b>	<b>9,631,749</b>



WATER FUND		12/31/2021	12/31/2022	2023	2022/2023	2022/2023
Account number		2021 Actual	2022 Budget	Budget	\$ CHANGE	% CHANGE
204-34-5100	<b>Wages &amp; Salaries</b>	\$ 287,446	\$ 377,147			
	General			\$ 395,899		
	Water			\$ 481,126		
	Sewer					
	Drainage					
	Street					
	Park					
204-34-5102	<b>Benefits</b>	\$ 109,020	\$ 153,678			
	General			\$ 122,244		
	Water			\$ 206,895		
	Sewer					
	Drainage					
	Street					
	Park					
204-34-5214	Office Supplies	\$ 80	\$ 700	\$ -	\$ (700)	-100%
204-34-5221	Chemicals	\$ 212,800	\$ 180,000	\$ 250,000	\$ 70,000	39%
204-34-5227	Propane	\$ 18,216	\$ 24,000	\$ 28,000	\$ 4,000	17%
204-34-5229	<b>Permit and Program Fees</b>	\$ 1,850	\$ 11,500	\$ 2,000	\$ (9,500)	-83%
204-34-5231	Fuel Oil and Grease	\$ 13,691	\$ 15,000	\$ 7,500	\$ (7,500)	-50%
204-34-5233	R&M Machinery and Equipment Parts	\$ 7,161	\$ 14,000	\$ 15,000	\$ 1,000	7%
204-34-5241	Shop Supplies	\$ 7,590	\$ 3,500	\$ 1,500	\$ (2,000)	-57%
204-34-5244	Tires & Tubes	\$ 754	\$ 4,000		\$ (4,000)	-100%
204-34-5334	Water Testing	\$ 40,428	\$ 80,000	\$ 80,000	\$ -	0%
204-34-5339	On-line Utility Bill Pay Fees	\$ 25,280	\$ 22,000	\$ 27,000	\$ 5,000	23%
204-34-5341	Electricity	\$ 94,334	\$ 80,000	\$ 80,000	\$ -	0%
204-34-5345	Telephone Service	\$ 684	\$ 700	\$ 700	\$ -	0%
204-34-5351	<b>Permit Fees</b>	\$ 580	\$ 11,500		\$ (11,500)	-100%
204-34-5352	Water Resource Legal Services	-	\$ 50,000	\$ 30,000	\$ (20,000)	-40%
204-34-5356	Professional Services	\$ 73,786	\$ 60,000	\$ 60,000	\$ -	0%
204-34-5370	Safety Workwear & Equipment	\$ 1,477	\$ 7,500	\$ 28,000	\$ 20,500	273%
204-34-5380	Professional Development	\$ 6,492	\$ 14,000	\$ 13,610	\$ (390)	-3%
204-34-5384	Internet Service	\$ 1,531	\$ 1,000	\$ 2,200	\$ 1,200	120%
204-34-5422	Small Tools	\$ 10,047	\$ 12,500	\$ 8,000	\$ (4,500)	-36%
204-34-5423	Construction Material	-	\$ -	\$ 4,000	\$ 4,000	4000%

WATER FUND		12/31/2021	12/31/2022	2023	2022/2023	2022/2023
Account number		2021 Actual	2022 Budget	Budget	\$ CHANGE	% CHANGE
204-34-5433	R&M Plant	\$ 139,007	\$ 120,000	\$ 120,000	\$ -	0%
204-34-5434	R&M Distribution	\$ 35,921	\$ 40,000	\$ 80,000	\$ 40,000	100%
204-34-5435	RM Supplies Service Hydrants	\$ 3,807	\$ 20,000		\$ (20,000)	-100%
204-34-5440	Sludge Removal	-	\$ 125,000	\$ 285,000	\$ 160,000	128%
204-34-5455	Lab Supplies	\$ 16,424	\$ 15,000	\$ 12,500	\$ (2,500)	-17%
204-34-5533	Equipment Rental	\$ 700	\$ 5,000	\$ 2,500	\$ (2,500)	-50%
204-34-5560	County Treasury Fees	\$ 2,363	\$ 3,000	\$ 2,500	\$ (500)	-17%
204-34-5593	NPIC Water Lease Agreement	\$ 1,219,501	\$ 2,058,854	\$ 2,300,000	\$ 241,146	12%
204-34-5825	Hydrant Meter	\$ 2,262	\$ 10,000	\$ -	\$ (10,000)	-100%
204-34-5903	Water Meters - New Homes	\$ 49,263	\$ 30,000	\$ 30,000	\$ -	0%
204-34-5941	AEDs and First Aid Kits	\$ 16,582	\$ 20,000	\$ 3,000	\$ (17,000)	-85%
204-34-5958	WTP Security/Monitor	\$ 9,712	\$ 35,000	\$ -	\$ (35,000)	-100.0%
204-34-5961	Sludge Pump	-	\$ 3,000	\$ -	\$ (3,000)	-100.0%
204-34-5963	Meter Replacement	\$ 21,276	\$ 28,000		\$ (28,000)	-100.0%
204-34-5969	Lab Equipment	\$ 10,372	\$ 25,000	\$ 20,000	\$ (5,000)	-20.0%
204-90-5612	Berkadia: Principal	\$ 25,000	\$ 27,000	\$ 27,000	\$ -	-
204-90-5613	CWCB Loan Principal	\$ 91,036	\$ 53,248	\$ 53,248	\$ -	-
204-90-5622	Berkadia: Bond Interest	\$ 3,647	\$ 2,750	\$ 2,750	\$ -	-
204-90-5623	CWCB Kiab- Interet	\$ 24,150	\$ 4,345	\$ 4,345	\$ -	-
204-90-5626	2001 CWR&PDA Loan Principal	\$ 69,948	\$ 36,040		\$ (36,040)	-100%
204-90-5627	2001 CWR&PDA Loan Interest	\$ 3,546	\$ 721		\$ (721)	-100%
204-90-5630	CWR&PDA 2019 Series A Interest	\$ 1,025,372	\$ 1,049,857	\$ 1,049,857	\$ -	-
204-90-5631	CWR&PDA 2019 Series A Principal	\$ 254,314	\$ 414,466	\$ 414,466	\$ -	-
To Be Assigned	Raw Water Fees & Assessments			\$ 27,000	\$ 27,000	27000%
To Be Assigned	Distribution System Emergency Repair			\$ 15,000	\$ 15,000	15000%
To Be Assigned	R&M SCADA			\$ 25,000	\$ 25,000	25000%
<b>TOTALS</b>		<b>\$ 3,937,451</b>	<b>\$ 5,249,006</b>	<b>\$ 6,317,840</b>	<b>\$ 1,068,834</b>	<b>20.4%</b>
204-56-5000	Transfer to GF	\$ 916,726	\$ 974,426		\$ (974,426)	(1)
204-56-5001	Transfer to CIP	\$ 932,502	\$ 13,617,804		\$ (13,617,804)	(1)
		\$ 4,854,177	\$ 6,223,432	\$ 6,317,840		

CAPITAL EXPENDITURES											
Account Number	NEW		Total Cost	Costs Through 2021	2022	2023	2024	2025	2026	2027	NOTES
		Equipment:									Rolling Stock only
211-80-5021		Leak Repair Trailer	\$ 38,000		\$ 38,000						Underway. Will be complete in 2022.
		Vehicle Replacement	\$ 35,000			\$ 35,000					Replace 2008 Chevy 1500
		Front End Loader	\$ 225,000	\$ -			\$ -	\$ 225,000			Needed for increased solids handling with expanded treatment facility.
		Capital Projects - Plants:									
211-80-4010		Water Plant Expansion Engineering and Construction	\$ 39,094,186	\$ 1,494,353	\$ 8,738,562	\$ 17,394,004	\$ 11,467,267				The completion of this project will double the Town's water treatment capacity. This will ensure the Town can meet its 20 year growth projections.
211-80-4014		Wilson Wellhouses Improvements	\$ 450,737	\$ 382,737	\$ 68,000	\$ -					Underway. Project downsized to reduce expenses. May need to carry-over to 2023.
211-80-4059		WTP Filter Media Replacement	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	Will be completed in 2022. Scope reduced to save money.
211-80-4079		Pretreatment Sonde	\$ 40,000	\$ -		\$ -	\$ 40,000	\$ -	\$ -	\$ -	Deferred to 2024.
211-80-4080		WTP Security Fence	\$ 50,000		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	Completed in 2022
211-80-4081		WTP Security Improvements	\$ 40,000		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	Completed in 2022
211-80-4082		WTP Lightening Protection	\$ 195,000		\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -	Underway. Will be complete in 2022.
		2 MG Tank Coating	\$ 1,300,000	\$ -		\$ 1,300,000	\$ -	\$ -	\$ -		Further pricing information expected soon.
		Tank Aeration Study - Disinfection byproduct rule compliance	\$ 75,000	\$ -		\$ 75,000	\$ -	\$ -	\$ -	\$ -	Decreased 2023 dollars to \$75K. Performing a study first to determine what we actually need.
		WTP Covered Equipment Storage	\$ 60,000	\$ -		\$ -	\$ 60,000	\$ -	\$ -	\$ -	2022 adopted budget CIP shows \$60,000 in 2024. No change.
		Pre-Treatment Facility Security Fencing	\$ 50,000			\$ 50,000					Additional land at the pretreatment facility. Need to secure.
		Pre-Treatment Facility Improvement - Concrete	\$ 20,000			\$ 20,000					Replace current mud access driveway
		WTP Admin Building Design Alternatives	\$ 100,000				\$ 50,000	\$ 50,000			Admin building was removed from the expansion project. Still need an admin building in the future.
		WTP Admin Building Construction	\$ 1,200,000					\$ 600,000	\$ 600,000		Admin building was removed from the expansion project. Still need an admin building in the future.
		Pre-Treatment Facility Needs Assessment	\$ 75,000				\$ 75,000				Evaluate future process and raw water pumping requirements and improvements.
		1 MG Tank Coating	\$ 1,300,000					\$ 1,300,000			Further pricing information expected soon.
		Capital Projects - Distribution:									
211-80-5013		Water Efficiency Program	\$ 612,000	\$ -	\$ 140,000	\$ 25,000	\$ 177,000	\$ 170,000	\$ 100,000		The largest expenditure in this project in 2024 and beyond is to purchase both meters and network infrastructure to encourage users to manage their own water use and provide better water use information. In 2023 the program will also develop water efficiency programs that will encourage water efficiency. The goal of these programs will be to develop them so that we can attain grant money for the actual implementation of possible programs such as: garden in a box and other community outreach and education.
211-80-4015		Bulk Water Dispenser	\$ 80,000	\$ -	\$ 80,000		\$ -	\$ -	\$ -	\$ -	Completion expected in 2022.
211-80-4019		Distribution System Master Plan	\$ 60,000	\$ -	\$ 60,000						Completed in 2022
211-80-4020		Buffalo Creek Booster Station Upgrade	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000				Defer 2023 to 2024
211-80-4018		Fire Hydrant Replacement	\$ 274,104	\$ 60,000	\$ 66,000	\$ 72,600	\$ 75,504				This is an ongoing replacement program
211-80-4021		Distribution System Improvement Projects	\$ 330,631	\$ 40,000	\$ 50,000	\$ -	\$ 55,125	\$ 57,881	\$ 60,775	\$ 66,850	Project moved to 2024 as there is still future scope of work to complete; anticipate the work will be in 2024 and beyond. There are always improvement projects; staff wants to ensure we have a strategic perspective
		Water Over-sizing Reimbursement Saddleback Subdivision	\$ 301,182				\$ 100,000	\$ 100,000	\$ 101,182		Project moved by one year to reflect the Development Agreement and expected construction
		TOTAL				\$ 18,971,604	\$ 12,124,896	\$ 2,502,881	\$ 861,957	\$ 66,850	

#### FUNDED FROM RAW WATER RESERVES

		Water Source Development Plan	\$ 125,000			\$ 125,000					Water is a finite resource. While the Town currently wants development to bring their own water resources, as water issues become more complex, the Town needs to ensure all long-term water issues are identified with possible future actions. This study is NOT funded with rates.
		Water Purchase	\$ 2,350,000			\$ 2,350,000					While development is encouraged to have its own water resources at the time of development, water shares are always important to a municipality for future use. There is no identified shares available at this time, but this would appropriate monies to allow staff to immediately purchase shares, if they become available.

TOWN OF WELLINGTON

ORDINANCE NO. 18-2022

AN ORDINANCE ADOPTING THE BUDGET FOR THE TOWN OF WELLINGTON, COLORADO FOR THE CALENDAR YEAR BEGINNING THE 1ST DAY OF JANUARY 2023, AND ENDING THE LAST DAY OF DECEMBER, 2023, ESTIMATING THE AMOUNT OF MONEY NECESSARY TO BE RAISED BY TAX LEVY BASED ON THE SAID BUDGET SO ADOPTED; ESTIMATING THE AMOUNT OF MONEY TO BE DERIVED FROM OTHER REVENUE SOURCES; SETTING FORTH ESTIMATED EXPENDITURES FOR EACH

WHEREAS, the Town Administrator has been designated to prepare the annual budget for Wellington, Colorado, for the calendar year beginning January 1, 2023, and ending December 31, 2023, and has prepared the said budget and has submitted it to the Board of Trustees; and

WHEREAS, the Board of Trustees has considered all relevant factors concerning the budget and made all adjustments to the budget deemed appropriate and proper; and

WHEREAS, the Board of Trustees is required by state law to adopt an annual budget prior to December 31, 2022.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

SECTION 1. That the estimated revenue and funds available for the various funds of the Town of Wellington:

General Fund	\$10,530,875
Street Fund	6,384,186
Conservation Trust Fund	909,739
Water Fund	41,361,964
Sewer Fund	34,438,947
Storm Drainage Fund	2,066,692
Park Fund	3,018,587
Library Trust Fund	530,004
TOTAL	\$ 99,240,994

SECTION 2. That the estimated expenditures for each fund of the Town of Wellington are as follows:

General Fund	\$5,436,644
Street Fund	1,164,234
Water Fund	6,317,840
Sewer Fund	3,691,127
Storm Drainage Fund	655,976
Parks Fund	1,413,835

Capital Projects Fund	<u>46,659,995</u>
TOTAL	\$65,339,651

SECTION 3. That the budget for the Town of Wellington, Colorado for the calendar year beginning January 1, 2023 and ending December 31, 2023, as heretofore submitted to the Board of Trustees by the Town Administrator, and as changed and amended by the Board of Trustees be, and the same hereby is adopted and approved as the budget for the Town of Wellington for the said fiscal year.

SECTION 4. That the budget herein approved and adopted shall be signed by the Mayor and the Town Clerk and made a part of the public records of the Town of Wellington.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8<sup>th</sup> day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Administrator/Interim Town Clerk

## **Board of Trustees Meeting**

**Date:** November 8, 2022  
**Subject:** Ordinance No. 19-2022 - An Ordinance Appropriating Sums of Money to Defray Expenses and Liabilities of the Town of Wellington, Colorado for the Fiscal Year Beginning January 1, 2023 and ending December 32, 2023

- **Presentation:** Charity Campfield, Finance Director

### **BACKGROUND / DISCUSSION**

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Summary of budget expenditures for 2023.

### **STAFF RECOMMENDATION**

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#### Motion Options:

- Motion to approve Ordinance No.19-2022 as proposed.
- Move to approve Ordinance No.19-2022 with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of Ordinance No.19-2022 and provide guidance to staff as to requested modifications.
- Move to deny Ordinance No.19-2022.

### **ATTACHMENTS**

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1. Ordinance 19-2022 - Appropriating Sums of Money

TOWN OF WELLINGTON

ORDINANCE NO. 19-2022

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO DEFRAY EXPENSES AND LIABILITIES OF THE TOWN OF WELLINGTON, COLORADO FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING ON DECEMBER 31, 2023

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado has by ordinance made the proper tax levy upon each dollar of the total assessed 2022 valuation of all taxable property within the limits of the Town, such levy representing the amount of taxes for the Town's purposes necessary to provide for payments during the 2023 calendar year of all properly authorized demands upon the Treasury; and

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado, is now desirous of making appropriations for ensuing calendar year 2023; and

WHEREAS, the Board of Trustees is required by state law to adopt an annual appropriations ordinance prior to December 31, 2022.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

The following appropriations are hereby made for the Town of Wellington, Larimer County, Colorado, for the calendar year beginning January 1, 2023, and ending December 31, 2023.

General Fund	\$5,436,644
Street Fund	1,164,234
Water Fund	6,317,840
Sewer Fund	3,691,127
Storm Drainage Fund	655,976
Park Fund	1,413,835
Capital Projects Fund	<u>46,659,995</u>
Total	\$65,339,651

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8<sup>th</sup> day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Administrator/Interim Town Clerk



## **Board of Trustees Meeting**

**Date:** November 8, 2022  
**Subject:** Ordinance No. 20-2022 - An Ordinance Levying General Property Taxes for the Taxable Year 2022 to Defray Costs of Government for the Town of Wellington, Colorado, for the Calendar Year Beginning January 1, 2023 and Ending December 31, 2023

- **Presentation: Charity Campfield, Finance Director**

### **BACKGROUND / DISCUSSION**

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Mill Levy Certification with Larimer County

### **STAFF RECOMMENDATION**

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#### Motion Options:

- Motion to approve Ordinance No. 20-2022 as proposed.
- Move to approve Ordinance No. 20-2022 with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of Ordinance No. 20-2022 and provide guidance to staff as to requested modifications.
- Move to deny Ordinance No. 20-2022.

### **ATTACHMENTS**

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1. Ordinance 20-2022 - Property Taxes



TOWN OF WELLINGTON

ORDINANCE NO. 20-2022

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE TAXABLE YEAR 2022 TO DEFRAY COSTS OF GOVERNMENT FOR THE TOWN OF WELLINGTON, COLORADO, FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2023, AND ENDING DECEMBER 31, 2023

WHEREAS, the Board of Trustees of the Town of Wellington has adopted the annual budget for the calendar year beginning January 1, 2023, and ending December 31, 2023, in accordance with the Local Government Budget Law, on November 8th, 2022; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from the property tax is **\$1,681,506**; and

WHEREAS, the amount of money necessary to balance the budget for bonds and interest from the property tax is **\$88,830**; and

WHEREAS, the 2022 valuation for assessment for the Town of Wellington as certified by Larimer County Assessor is **\$135,179,966**; and

WHEREAS, the Board of Trustees is required by C.R.S. 39-5-128, to certify the mill levy to the Larimer County Board of County Commissioners not later than December 15, 2022.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

SECTION 1. That for the purpose of meeting all general operating expenses of Wellington, Colorado, during the calendar year beginning January 1, 2023 and ending December 31, 2023, there is hereby levied a tax of **12.439** mills upon each dollar of the total assessed valuation of all taxable property within the Town of Wellington for the year 2022.

SECTION 2. That for the purposes of meeting all bonds and interest expenses of Wellington, Colorado, during the calendar year beginning January 1, 2023 and ending December 31, 2023, there is hereby levied a tax of **0.657** mills upon each dollar of the total assessed valuation of all taxable property within the Town of Wellington for the year 2022.

SECTION 3. That the Town Clerk is hereby authorized and directed to immediately certify to the County Commissioners of Larimer County, Colorado, the total tax levy for the Town of Wellington, Colorado, as is herein set forth.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8th day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Administrator/Interim Town Clerk

## **Board of Trustees Meeting**

**Date:** November 8, 2022

**Subject:** Ordinance No. 21-2022 - An Ordinance Regarding School Zones Within the Town of Wellington

- **Presentation: Bob Gowing, Director of Public Works**

### **BACKGROUND / DISCUSSION**

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School zones are typically placed along streets surrounding schools to ensure children are able to get to and from school safely, whether by walking, riding a bike, or by bus or car. These school zones are established and implemented by the local transportation jurisdiction. In Wellington, school zones are authorized by the Board of Trustees and implemented by the Public Works Department in accordance with transportation engineering best practices. This generally includes the placement of Traffic Control Devices (TCDs), such as traffic signs and pavement striping.

Traffic Control Devices are critical for the safe and efficient transportation of people and goods. The Manual on Uniform Traffic Control Devices (MUTCD), published by the Federal Highway Administration, provides regulatory standards for the uniform deployment of Traffic Control Devices. Transportation agencies across the country, including the Town of Wellington, rely on MUTCD to help define the best practice in traffic control.

The proposed school zone ordinance will allow the Public Works Department, and more specifically the Town Engineer, to determine the placement and timing of specific Traffic Control Devices, in accordance with MUTCD and other transportation engineering considerations. In recent years, PSD has changed the start and end times for Wellington schools to meet various operational goals, and it is anticipated that this will continue on an annual basis. It is critical that the Town react quickly and proactively to such changes so that Traffic Control Devices are placed and operated appropriately, especially as regards timeframes relative to school start and end times. This ordinance will also allow for the creation of a new school zone near the new PSD Middle School/High School.

Additionally, the proposed school zone ordinance allows for increased penalties and surcharges for moving violations within Wellington's school zones.

### **STAFF RECOMMENDATION**

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#### Motion Options:

- Motion to approve Ordinance No. 21-2022 as proposed.
- Move to approve Ordinance No. 21-2022 with amendments as the Board of Trustees deems appropriate.
- Move to postpone consideration of Ordinance No. 21-2022 and provide guidance to staff as to requested modifications.
- Move to deny Ordinance No. 21-2022.

### **ATTACHMENTS**

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1. Ord 21-2022 School Zones

TOWN OF WELLINGTON

ORDINANCE NO. 21-2022

AN ORDINANCE REGARDING SCHOOL ZONES WITHIN THE TOWN OF WELLINGTON

WHEREAS, the safety of children is of the utmost concern and importance to the Town of Wellington Board of Trustees; and

WHEREAS, the Town of Wellington has adopted the Model Traffic Code for Colorado, which authorizes the designation of areas as school zones with increased penalties and surcharges for moving violations therein; and

WHEREAS, C.R.S. § 42-4-615 subjects a person who commits a moving violation in a school zone to increased penalties and surcharges and permits a local government to designate school zones, including locations and times and day for such a designations; and

WHEREAS, the Town of Wellington follows the guidance of the Manual on Uniform Traffic Control Devices (MUTCD), which provides guidance on the placement, sizing, and content of signage for school zones; and

WHEREAS, on September 22, 1998 the Board of Trustees of the Town of Wellington passed Resolution 19-1998 designating school zones within the Town of Wellington; and

WHEREAS, on August 24, 1999 the Board of Trustees of the Town of Wellington passed Ordinance 10-1999 designating four specific portions of roadways with the Town as school zones; and

WHEREAS, the Town of Wellington has experienced growth and the opening of new school facilities has highlighted the need for the Town to designate additional areas as school zones during particular times of day; and

WHEREAS, the Wellington Board of Trustees desires to enable the Town Engineer to designate areas as school zones pursuant to the Model Traffic Code and Colorado statute for specific times and dates as needed by the Town near to schools, and to mark those areas as school zones pursuant to the MUTCD.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Wellington, Colorado:

SECTION 1

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The Following Article is added to Chapter 8 of the Wellington Municipal Code:  
Article 5 – School Zones

Sec. 8-5-10. Penalties for Excess Speed in School Zones

When official traffic control devices and signs giving notice of the appropriate speed limit for a school zone are erected or displayed, the lawful speed limit at the applicable times and place shall be that which is then indicated upon such signs.

- (1) Any person who commits a speeding violation in a school zone is subject to the increased penalties.
- (2) For the purposes of this Section, "school zone" means an area that is designated by official traffic control devices and signs as a school zone and has appropriate signs posted indicating that the penalties will be doubled.
- (3) This Section shall not apply when the official traffic control devices are not operating or when school is not in official session.
- (4) This Section does not apply if the penalty for a violation has been doubled pursuant to Section 1701 of the adopted Model Traffic Code or Section 42-4-614, C.R.S., because such violation also occurred within a highway maintenance, repair or construction zone.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 8<sup>th</sup> day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: \_\_\_\_\_  
Calar Chaussee, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Administrator/Interim Town Clerk